



SAN JOAQUIN COUNTY OCCUPATIONAL OUTLOOK 1995

A Product of:

The Employment and Economic Development Department
Private Industry Council of San Joaquin County

Marcelo A. Lopez, Executive Director

Sponsored by:

The California Cooperative Occupational Information System
The California Employment Development Department - Labor Market Information Division
California Occupational Information Coordinating Committee

In Cooperation with:

California Community Colleges
Department of Commerce
Department of Rehabilitation
Department of Social Services

State Employment Training Panel
State Department of Education
State Job Training Coordinating Council
Council for Private Postsecondary & Vocational Education



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Mailing Address:

PIC/EEDD – Planning & Evaluation Division
Labor Market Information Unit
850 North Hunter Street
Stockton, CA 95202

Office: (209) 468-3500

—

Fax: (209) 462-9063

THE PRIVATE INDUSTRY COUNCIL OF SAN JOAQUIN COUNTY



An Overview:

The Private Industry Council of San Joaquin County (PIC) is a 19-member board composed of community leaders in business, industry, education, labor and community organizations. The Council sets policy and manages the programs under the federal Job Training Partnership Act (JTPA).

With the direction of the Council, in cooperation with the County Board of Supervisors, the PIC develops job training and placement programs designed to meet the specific needs of San Joaquin County and persons who benefit from JTPA.

The Programs:

The PIC provides training and placement for unemployed youths, adults, persons over 5 and dislocated workers. These programs include:

- **Occupational Skills (Classroom) Training:** A program offered through contractual agreements with public and private agencies to provide training and job placement in a variety of vocations.
- **On-the-Job Training:** A program that provides incentives to employers for hiring and training employees through the PIC.
- **The Re-employment Center:** A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closings or consolidations.
- **Mature Workers Program:** A program designed for mature adults to upgrade their current skills or retrain them for new careers and assist them in job placement.
- **Greater Avenues for Independence (GAIN):** A State-mandated program for AFDC recipients to help them become employed and financially self sufficient.
- **Business Finance Services:** A service available to qualifying San Joaquin County businesses to provide long-term financing and business assistance in order to create and maintain jobs.

PIC Advantages:

Clients benefit by receiving assistance in career counseling, job training and placement so they can develop more productive and financially independent lives.

Employers benefit through the services provided by the PIC – at no cost– including:

- **Pre-screening of applicant's skills and educational levels;**
- **Specially designed on-the-job occupational training; and**
- **Financial incentives for hiring JTPA eligible applicants.**

The community benefits as the PIC brings San Joaquin County businesses, residents and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

More information and assistance is available by calling:

The Private Industry Council (209) 468-3500
The Economic Development Association (209) 468-3615

THE ECONOMIC DEVELOPMENT ASSOCIATION OF SAN JOAQUIN COUNTY



An Overview:

The San Joaquin County Economic Development Association (EDA) is comprised of a 7-member board of directors, 5 appointed members from each supervisorial district, and 2 members from the County Board of Supervisors, to oversee economic development activities.

The EDA works in conjunction with the Private Industry Council to provide one-stop assistance for a variety of business development services.

One-Stop Business Services:

The EDA offers services such as:

- Economic Development Information
- Regional Economic Development Studies
- Business Training
- Business Support Services
- Labor Market Information
- Financing
- Community Profiles
- Employee Recruitment and Training
- Business Retention & Expansion Services, **designed to encourage the growth and prosperity of local business.**

EDA Advantages:

The EDA offers a gamut of business services available in one convenient location at no cost.

The community benefits from the economic enhancements derived from commerce and industry. Jobs are created, enabling San Joaquin County residents to acquire gainful employment, and small businesses prosper as they develop and grow to meet the demands of their marketplace and a growing population.

EDD JOB SERVICES FOR EMPLOYERS AND JOBSEEKERS



An Overview:

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or jobseekers. Employers may place a job order with EDD for assistance in filling vacant positions through a state wide job match system.

Job seekers may complete an application to be matched against employer job orders or to request assistance in finding a job.

Job match is the EDD's statewide computerized system which matches qualified job applicants electronically with the employers job orders.

To do any of the above, contact one of the EDD Job Service offices listed below.

Stockton Job Service
(209) 948-7278

Tracy Job Service
(209) 833-1015

Manteca Job Service
(209) 825-1212

Lodi Job Service
(209) 333-6960

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ACKNOWLEDGMENTS



Private Industry Council of San Joaquin County
"Winner of the National Presidential Award"

Marcelo A. Lopez
Executive Director

April, 1996

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Jan Truscott	– San Joaquin Delta Community College
Peter Williams	– Council of Governments, San Joaquin County

For their contribution to this report, the Private Industry Council of San Joaquin County would like to thank:

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MECHELLE HAYES
LABOR MARKET ANALYST

DR. ROY CHILDS
RESEARCH CONSULTANT

California Cooperative Occupational Information System

LABOR MARKET INFORMATION PROGRAM

Below is a list of the other agencies in the State that participate in the California Cooperative Occupational Information System. These agencies produce Occupational Outlook Labor Market Information reports similar to the Private Industry Council (PIC) report for San Joaquin County. Organizations or individuals interested in obtaining reports can contact these agencies at the phone numbers below.

SAN JOAQUIN COUNTY
Employment & Economic Development Department
Private Industry Council of San Joaquin County
 850 N. Hunter Street
 Stockton, CA 95202
 Phone: (209) 468-3500 Fax: (209) 462-9063

NORTEC
 Del Norte 7420 Skyway
 Siskiyou Paradise, CA 95969
 Modoc (916) 872-9600
 Lassen
 Plumas
 Tehama
 Trinity

HUMBOLDT
 Humboldt Employment & Training
 930 6th Street
 Eureka, CA 95501
 (707) 441-4642

BUTTE
 Butte County PIC
 2185 Baldwin
 Oroville, CA 95966
 (916) 538-6798

MENDOCINO
 Mendocino PIC
 630 Kings Court, Suite 204
 Ukiah, CA 95482
 (707) 468-1196

NAPA
 Napa County
 Employment & Training
 2447 Old Sonoma Road
 Napa, CA 94558
 (707) 253-4291

SONOMA - Sonoma Co. PIC
 2245 Challenger Way, # 104
 Santa Rosa, CA 95407
 (707) 524-6420

CONTRA COSTA
 Contra Costa County PIC
 2425 Bisco Lane, Suite 100
 Concord, CA 94520
 (510) 646-5023

SAN FRANCISCO
 San Francisco PIC
 745 Franklin St., Suite 400
 San Francisco, CA 94102-3117
 (415) 931-7460

ALAMEDA - Alameda Co. Office of Economic Development Dept.
 22225 Foothill Blvd., Suite 4
 Hayward, CA 94541-2713
 (510) 670-5717

SAN MATEO - San Mateo PIC
 262 Harper Blvd, Building A
 Belmont, CA 94002
 (415) 802-5194

MONTEREY
 Monterey Employment & Training Program
 318 Cayuga Street, Suite 209
 Salinas, CA 93902
 (408) 755-5429

SANTA BARBARA
 Santa Barbara Employment & Training
 2400 Professional Parkway Suite 150
 Santa Maria, CA 93455
 (805) 346-7650

SAN LUIS OBISPO
 San Luis Obispo PIC
 3566 S Higuera St., Suite 100
 (805) 781-2216

LOS ANGELES
 LAC/DCSCS/Private Industry Council
 3175 W. 6th Street, Room 111
 Los Angeles, CA 90020-1798
 (213) 738-3191

ORANGE
 Job Training Partnership Agency
 1300 South Grand, Building B - 3rd Floor
 Santa Ana, CA 92705
 (714) 834-7146

SHASTA - Shasta County PIC
 1220 Sacramento Street
 Redding, CA 96001
 (916) 246-7911

NORTH CENTRAL
 North Central Counties Consortium
 Colusa 341 N. Main Street
 Glenn Lakeport, CA 95453
 Lake (707) 263-0630
 Sutter
 Yuba

CALAVERAS
 Calaveras Job Training Center
 P.O. Box 1390
 San Andreas, CA 95249
 (209) 754-1818

STANISLAUS
 PIC of Stanislaus County
 251 E. Hackett Road, C-2
 Modesto, CA 95358
 (209) 558-2109

FRESNO - Fresno PIC
 1999 Tuolumne, Suite 700
 Fresno, CA 93721
 (209) 266-3742

MADERA - Madera County PIC
 114 South C Street
 Madera, CA 93638
 (209) 673-7031

TULARE - Tulare County PIC
 2374 West Whitendale
 Visalia, CA 93277
 (209) 737-4246

KERN
 Inyo
 Mono
 Employers' Training Resource
 2001 28th Street
 Bakersfield, CA 93301
 (805) 336-6961

SAN BERNADINO
 San Bernardino Jobs & Employment
 851 S. Mount Vernon Ave., Suite 2
 Colton, CA 92234
 (909) 422-0488

RIVERSIDE - Riverside Co. PIC
 1151 Spruce Street
 Riverside, CA 92507
 (909) 275-3131

IMPERIAL COUNTY
 Imperial County PIC
 155 S. 11th Street
 El Centro, CA 92243
 (619) 339-4472

GOLDEN SIERRA
 Golden Sierra Job Training Agency
 11549 "F" Avenue
 Auburn, CA 95603
 (916) 265-3201

MOTHER LODGE
 Mother Lode Job Training Agency
 230 South Shepherd Street
 Sonora, CA 95370
 (209) 532-2820

SACRAMENTO/YOLO
 Sacramento Occupational Research Group
 2729 "P" Street
 Sacramento, CA 95816
 (916) 737-7580

KINGS
 Kings County Employment & Training
 1400 W Lacey Blvd.
 Hanford, CA 93230
 (209) 582-9213

VENTURA
 Ventura County Job Training
 400 Esplanade Dr., Suite 301
 Oxnard, CA 93030
 (805) 654-2639

SAN DIEGO
 San Diego Private Industry Council
 1551 Fourth Avenue, Suite 600
 San Diego, CA 92101
 (619) 238-1445

ACCOUNTANTS & AUDITORS

DOT Code:

160.162-018

160.167-054

160.162-022

TITLE

ACCOUNTANT

AUDTTITOR

ACCOUNTANT, BUDGET

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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18 FIRMS RESPONDING

OES Code: 211140

DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 9.50 - \$13.50	\$11.56
Experienced/New to Firm:	\$ 9.50 - \$17.25	\$13.46
3+Yrs Experience with Firm:	\$10.00 - \$19.00	\$16.59

Accountants and Auditors are usually salaried workers. Hourly rates above are equivalents. Most employers report 40 hour work weeks.

BENEFITS

ratio of firms responding

Paid Vacation	17/17	
Medical Insurance	17/17	
Paid Sick Leave	15/17	
Dental Insurance	14/17	
Life Insurance	13/17	
Retirement Plans	12/17	
Vision Insurance	7/17	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,040— large
Growth Rate (per yr.):	2.2%, faster than average
Job Growth (92-99):	130
Separations (92-99):	90

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding experienced applicants who meet their hiring qualifications, but no difficulty finding inexperienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
Accounting, Auditing & Bookkeeping	19%	8721
Savings Institutions, Excluding Federal	7%	6036
Local Government	5%	9030
Eating Places	5%	5812

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent new hires have completed bachelors degrees. Most employers indicate that degrees were earned in Accounting. Most have no vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 to 24 months of prior experience in the occupation and sometimes substitute training for experience. Many employers will accept 12 months or more substitute experience in a related occupation such as tax preparer or cost accountant.

VERY IMPORTANT SKILLS

Technical:

Business math skills
Problem solving skills
Ability to use accounting software
Knowledge of computerized accounting systems
Ability to write effectively
Budget analysis skills

Personal:

Ability to pay attention to detail
Ability to work under pressure
Ability to work independently
Ability to read and comprehend information quickly
Customer service skills
Willingness to work with close supervision

Basic:

Ability to read and follow instructions
Ability to write legibly
Oral communication skills

44% of the sample indicate the knowledge of Lotus 1 2 3.

OCCUPATIONAL MOBILITY

FROM

TO

Management/Controller

Accountants & Auditors

Bookkeeping, Accounting & Auditing Clerk

Many employers will promote into this occupation from bookkeeper or other clerical occupations, and promote from this to higher ranking positions in management or as controller.

Many employers report hiring into this occupation from newspaper advertisements. Some hire through employee referrals and private employment agencies. Some also hire unsolicited walk-ins.

EDUCATION:									
Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)									
VOCATIONAL TRAINING: <i>Employers do not require vocational training</i>									
30 days	3	6	9	12	18	24	36	48	60
EXPERIENCE: Accountant, Auditor									
30 days	3	6	9	12	18	24	30	36	42 48

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Vocational Accounting

Average time to complete program: 26 units
Approximate cost to complete: \$338.00*
Other fees: Parking, book fees vary
Program requirements: Completion of 26 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553380
Gov. program classification/code: TOP/050220

This program is designed for students planning to enter the job market after completing a two year program at Delta. Opportunities for entry into the accounting profession are good, and the number of accountants needed will increase through the 1990's. The accounting profession is wide open and provides opportunities in private and public accounting with specialized fields from auditing, tax services, management and advisory services, to government and institutional accounting.

Although this program does not offer students direct access to employment as Accountants, it provides them with a strong background in accounting principles.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

Heald Business College
1776 W. March Lane
Stockton, CA. 95207
(209) 477-1114

Accounting

* Average time to complete program: 4 or 6 quarters
Approximate cost to enroll: \$ 1,950.00 p/quarter
Other fees: \$ 50.00 application fee
Program requirements: "C" average or better
Prerequisites: Pass Entrance Exam
Open entry/ Open exit: no
What is received upon completion: Diploma or degree
Target students: Adults
OES Code: 553380

Heald Business College offers an accounting program covering the accounting cycle, including principles, accepted practices, payroll, income tax, cost accounting, auditing and computerized accounting. Computer applications are taught in conjunction with the accounting program.

* Heald Business College offers programs at different levels. The longer the program, the more specialized are the courses that make up the program.

See also:

Humphreys College, Stockton ... (209) 478-0800.
Worldwide Educational Services, Stockton ... (209) 951-1174.

ACCOUNTANTS & AUDITORS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Escalon High School
1520 E. Yosemite Ave.
Escalon, CA. 95320
(209) 838-7073

Accounting

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: Materials fee (adults)
Program requirements: "C" average or better
Prerequisites: Consent of teacher
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 553380

This program prepares the student for entry into the accounting field. The course progresses from the basic principles of double entry accounting to the complex principles. Activities include workbook and various simulations.

See also:

Lincoln High School, Stockton ... (209) 953-8932.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Accounting II

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: Textbook fees
Program requirements: "C" average or better
Prerequisites: Accounting I
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 553380

This course provides instruction in more advanced accounting skills at the pace of the student. Students learn skills needed for employment as an accounting clerk.

Note: This course is taught both Manteca Lindbergh Center and Manteca High School, 450 E. Yosemite, Manteca CA 95336 (209) 825-3150.

See also:

Tracy Adult School, Tracy ... (209) 831-5034.

ASSESSMENT CODES

California Occupational Guide #1

Specific Vocational Preparation = 8 (4 to 10 years)

GED: RML G V N S P Q K F M E C
5 5 5 2 2 2 4 4 2 4 4 4 5 5

INTERESTS: Leading, Influencing

GOE Code: 11.06.01

ADJUSTMENT CLERKS

DOT Code:
191.167-022
241.367-014
241.387-010

TITLE
SERVICE REPRESENTATIVE
CUSTOMER-COMPLAINT CLERK
CLAIMS CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 531230

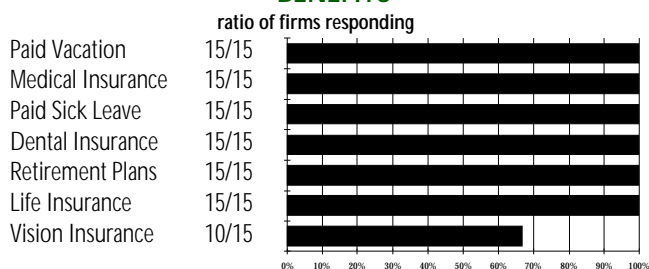
DESCRIPTION

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, (such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill).

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$4.50 - \$ 9.25	\$6.25
Experienced/New to Firm:	\$5.25 - \$10.50	\$7.48
3+Yrs Experience with Firm:	\$7.25 - \$13.25	\$9.10

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	310 – medium
Growth Rate (per yr.):	1.5 %, average
Job Growth (92-99):	30
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding inexperienced applicants who meet their hiring standards, but some difficulty finding experienced applicants. Turnover and growth will both contribute to employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Cable & Other Pay TV Services	9%	4841
General Medical & Surgical Hospital	7%	8062
Trucking, Except Local	7%	4213
Department Stores	7%	5311
Newspapers	7%	2711

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most employees recently hired in this occupation have completed high school. Many will accept a GED. Although most employers do not require vocational training, some hire applicants with 3-12 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Many employers require 9-12 months of prior experience as an adjustment clerk or in a related occupation such as teller, billing clerk, or other occupation involving customer service experience.

VERY IMPORTANT SKILLS

Technical:

Telephone answering skills
Problem solving skills
Ability to use a calculator

Personal:

Customer service skills
Public contact skills
Ability to interact well with others
Ability to work under pressure
Ability to work independently
Ability to perform basic mathematical computation

Basic:

Oral communication skills
Ability to read and follow instructions
Ability to write legibly
Ability to follow oral instructions

OCCUPATIONAL MOBILITY

FROM

TO

Full Charge Bookkeeper
Bookkeeping, Accounting & Audit Clerk
Adjustment Clerk
Secretary

Many employers report promoting workers into this occupation from positions such as teller, secretary, file clerk and other lower ranking clerical occupations.

Most report promoting employees from this occupation into higher ranking positions such as bookkeeper, lead clerk, store or department manager, or business office coordinator.

EDUCATION									
Less than H.S.	H.S.	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)			
VOCATIONAL TRAINING									
30 days	3	6	9	12	18	24	30	36	48
OPPORTUNITIES: EMPLOYMENT, COLLEGE, OTHER COMMUNITY COLLEGE									
30 days	3	6	9	12	18	24	30	36	48

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Vocational Accounting

Average time to complete program: 26 units
Approximate cost to complete: \$338.00*
Other fees: Parking, book fees vary
Program requirements: Completion of 26 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553380
Gov. program classification/code: TOP/050220

This program is designed for students planning to enter the job market after completing a two year program at Delta. Opportunities for entry into the accounting profession are good, and the number of accountants needed will increase through the 1990's. The accounting profession is wide open and provides opportunities in private and public accounting with specialized fields from auditing, tax services, management and advisory services, to government and institutional accounting.

Although this program does not offer students direct access to employment as Accountants, it provides them with a strong background in accounting principles.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Accounting

Average time to complete program: 12 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 211140

The Accounting program gives the students the educational requirements in accounting theory, practice and auditing in preparation for a career as a Certified Public Accountant (CPA), a financial/management accountant in private business or as a governmental accountant.

* Tuition fees subject to change on every year

See also:

Heald Business College, Stockton ... (209) 477-1114.
Worldwide Educational Services, Stockton ... (209) 951-1174.

ADJUSTMENT CLERKS TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lincoln High School
6844 Alexandria Place
Stockton, CA. 95207
(209) 953-8932

Computerized Accounting

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Grade of "C" or better in Accounting
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 553380

This second year course is designed to develop job entry skills necessary to function in an accounting position. Areas of study include: manual and computerized general ledger, accounts payable, accounts receivable, and payroll applications. The student develops skills in typing, filing, and 10-key calculators. The community classroom is used for the second semester. The student is placed within the community in training positions.

See also:

Escalon High School, Escalon ... (209) 838-7073.

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh St.
Tracy, CA. 95376
(209) 831-5034

Accountant

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553380

This course offers training in the fundamentals of record keeping for business practice. Students learn how to prepare business journals, ledgers, and other business statements.

See also:

Manteca Adult School, Manteca ... (209) 825-3100.

ASSESSMENT CODES

California Occupational Guide #82

Specific Vocational Preparation = 5.2 (12 to 24 mos.)

	RML		G	V	N	S	P	Q	K	F	M	E	C
GED:	5	4	4										
APTITUDES:				2	2	3	4	4	3	4	4	5	5

INTERESTS: Leading, Influencing

GOE Code: 11.12.01

ADMINISTRATIVE ASSISTANT

DOT Code: 169.167-010

OES Code: 21999

16 FIRMS RESPONDING

San Joaquin PIC
DEMAND

San Joaquin PIC
QUALITY

San Joaquin PIC
TARGET

DESCRIPTION

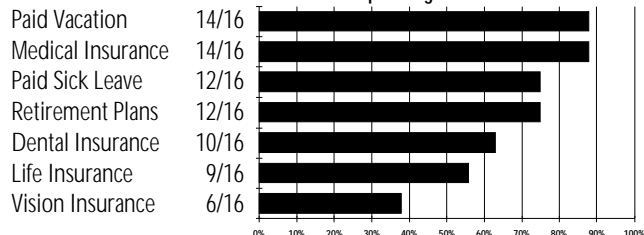
Administrative Assistants aide executives by coordinating, analyzing, and improving office services, such as personnel, budget, and operating practices. They analyze personnel requirements, study method of improving performance standards, and analyze jobs for wage-and-salary adjustments and promotions. They analyze operating practices and create new systems or revise established procedures to simplify and improve reporting procedures, work flow, record keeping systems, forms control, office layout, or suggestion systems. They interpret operating policies, prepare reports with recommendations for solutions of administrative problems, and answer correspondence. They may direct services, such as maintenance, repair, supplies, and mail.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 6.50 - \$11.50	\$ 8.08
Experienced/New to Firm:	\$ 7.00 - \$14.50	\$10.00
3+ Yrs Experience with Firm:	\$ 8.75 - \$19.25	\$12.00
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 6.50 - \$11.50	\$ 8.04
Experienced/New to Firm:	\$ 7.00 - \$14.50	\$10.20
3+ Yrs Experience with Firm:	\$ 8.75 - \$19.25	\$12.50

BENEFITS

ratio of firms responding



OCCUPATIONAL MOBILITY

FROM

TO

Office Manager/Branch Manager

Administrative Assistant

Executive Secretary

Receptionist, Customer Service Rep.

Many employers report promoting into this occupation from lower ranking positions such as customer service representative, clerical occupations such as executive secretary, or specialized clerical occupations (e.g., escrow technician) related to the industry or business in which administrative assistants may work. Some employers report promoting from this occupation into higher level supervisorial or managerial positions such as branch manager.

Most employers recruit into this occupation through newspaper advertisements and in-house promotions. Many use employee referrals, and some use private employment agencies or EDD. Some employers screen applicants through DMV or police record checks, or through credit checks or references from previous employers.

Most employers report recent hires in this occupation excellent in such qualities as honesty, attendance, cooperativeness, motivation and industriousness, and report that some recent applicants not hired were deficient in reliability or flexibility.

¹ Employers for this occupation were sampled using the DOT code description of Administrative Assistant (210.820-014). Its Occupational Employment Statistic is 21999 (All other Management Support Workers). Since no local occupational projectionsize data is available for the DOT occupation, the equivalent OES classification forecast data is substituted.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Although most employers comment that recent hires have completed high school or the equivalent, many report that recent hires have completed some college. Some report that recent hires have had vocational or college training in bookkeeping or accounting and/or computing.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 to 36 months prior experience as an administrative assistant, other supervisorial or management experience, or experience in a related clerical function such as bookkeeping, accounting or computer use. Employers sometimes substitute up to 24 months training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to analyze workflow processes
Ability to interpret operating policies to others
Ability to train others, Office management skills
Report writing skills, Public contact skills
Ability to analyze and solve problems, Ability to follow oral instructions
Knowledge of word processing software
Ability to use a computerized information system
Knowledge of bookkeeping procedures
Ability to type at least 45 words per minute, Proofreading and editing skills

Personal:

Willingness to work with close supervision
Ability to work independently, Ability to work under pressure
Ability to interact well with others, Ability to motivate others

Basic:

Ability to write legibly, Ability to read and follow instructions

Most employers seek applicants with computer skills in word-processing and spreadsheet use, and some seek knowledge of database software, desktop publishing or other specialized accounting software. Employers report that the need for computer skills, including use of accounting, network and other types of software will increase in the future, as well as the need for management skills and written communication. Needs for shorthand, transcription and use of manual typewriters will decline.

Applicants for positions in this occupation must be able to compute interest, discounts and use basic statistics, and have the ability to prepare business letters and summary reports.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	490 – medium
Growth Rate (per yr.):	1%, slower than average
Job Growth (92-99):	30
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Most employers expect a stable employment climate over the next three years, although many report hiring during the past year. Most employers report little difficulty finding experienced and some difficulty finding inexperienced applicants who meet their hiring standards.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	27%	9030
Colleges & Universities	11%	8221
State Government	10%	9020
Federal Government	9%	9010

ADMINISTRATIVE ASSISTANT

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Administrative Assistant

Average time to complete program: 34.5 - 36.5 units
Approximate cost to complete: \$ 449 - \$ 475
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
DOT Code: 169.167-010
Gov. program classification/code: TOP/051400

The secretary/administrative assistant performs general office work, assisting company officials with executive and clerical duties; transcribes materials, interviews office callers, answers and makes phone calls, handles personal and business mail, writes routine correspondence on own initiative, and may supervise other clerical workers. Computerized word processing equipment is often used.

OTHER TRAINING PROGRAMS

Humphrey's College
6650 Inglewood Avenue
Stockton, CA 95207
(209) 478-0800

Administrative Assistant

Average time to complete program: 4 quarters
Approximate cost to enroll: \$ 1,820.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
DOT Code: 169.167-010

The Administrative Assistant program is offered to students interested in working in administrative management positions. Administrative assistants possess a mastery of office skills, assume responsibility, exercise initiative and judgement, and make decisions within the scope of authority. Administrative assistants are considered a part of a management team. This program provides essential training to equip participants with the skills necessary to be successful professionals.

See also:

Computer Tutor ... (209) 545-5200.
MTI Western Business College (Sacramento) ... (916) 339-1500.
Worldwide Educational Services ... (209) 951-1174.

ASSESSMENT CODES

California Occupational Guide #128

Specific Vocational Preparation = 5.4 (6 to 12 months)

RML G V N S P Q K F M E C
GED: 3 2 3 APTITUDES: 3 3 4 4 4 3 4 4 4 5 3

INTERESTS: Clerical

GOE Code: 07.01.03

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca-ROP
311 E. North Street
Manteca, CA 95336
(209) 825-3100

Career Office Skills

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Knowledge of Beginning Typing
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 553410

During the first semester, the course offers simulated office work in a choice of areas such as accounts receivable/payable clerk, clerk typist, payroll clerk, and other office related occupations. Students may choose legal or medical office studies. The second semester offers on-the-job training at community business offices. Employability instruction is also offered. This includes resume writing letters of application, and interviewing techniques.

See also:

Escalon High School, Escalon ... (209) 838-7073.
Lincoln High School, Stockton ... (209) 953-8932.
Lodi Career Center, Lodi ... (209) 331-7616.
Ripon High School, Ripon ... (209) 599-2356
Tracy Joint Union High School, Tracy ... (209) 831-5095
Woodruff ROP, Stockton ... (209) 953-4606

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh Street
Tracy, CA. 95376
(209) 831-5034

Secretary

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 551990

This class instructs students in the basic principles of typing techniques, letter styles, and report writing. Agendas, itineraries, invoices, billings, and government typing is also included. Students who successfully complete this course can work as entry-level Secretaries or Typists.

See also:

Manteca Adult School, Manteca ... (209) 825-3100.
Stockton Adult School, Stockton ... (209) 953-4526.
Lodi Adult School, Lodi ... (209) 953-8605.

ADMINISTRATIVE SERVICE MANAGERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DOT Code:
162.177-014
169.167-034
189.167-022
189.167-030

TITLE
CONTRACT ADMINISTRATOR
MANAGER, OFFICE
MANAGER, DEPARTMENT
PROGRAM MANAGER

16 FIRMS RESPONDING

OES Code: 130140

DESCRIPTION

Administrative Service Managers plan, organize, direct, control, or coordinate the supportive services departments of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Please do not include Procurement Managers or Managers who spend less than 80% of their time in administrative services.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$11.00 - \$18.50	\$11.00
Experienced/New to Firm:	\$11.00 - \$22.00	\$13.94
3+ Yrs Experience with Firm:	\$12.50 - \$36.25	\$16.83

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$11.00 - \$18.50	\$11.53
Experienced/New to Firm:	\$10.00 - \$32.25	\$13.94
3+ Yrs Experience with Firm:	\$10.50 - \$36.25	\$16.83

BENEFITS

ratio of firms responding

Medical Insurance	16/16	100%
Paid Vacation	15/16	94%
Paid Sick Leave	14/16	88%
Dental Insurance	14/16	88%
Life Insurance	12/16	75%
Retirement Plans	12/16	75%
Vision Insurance	12/16	75%

Most employers offer benefits to their employees in this occupation. The cost of benefits is shared between the employer and the employee.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	260- medium
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	20
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Most employers find it somewhat difficult to find qualified experienced applicants and a little difficult to find qualified inexperienced applicants who meet their hiring standards. Most employers expect employment in this occupation to remain stable over the next three years.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	9%	9030
Savings Institutions, Except Federal	9%	6036
Civic & Social Institutions	7%	8641
Labor Organizations	5%	8631

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers indicate that their employees in this occupation have a bachelor's degree. Some employers require that the employees in this occupation have certification related to the type of business/industry they work in (e.g. Alcohol or Drug Certification or Board of Nursing Home Administrator Certification).

EXPERIENCE & OTHER REQUIREMENTS

Employers require 6 months or more of experience in this occupation or a related sales, supervisory or managerial occupations. Many employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to analyze workflow processes
Ability to develop business/operations plans
Knowledge of the employing organization
Ability to train others
Ability to use a computerized information system
Office management skills, Supervision skills
Ability to plan and organize the work of others
Ability to maintain financial records
Verbal presentation skills
Ability to analyze and solve problems
Performance appraisal skills
Ability to hire/assign personnel

Personal:

Willingness to work with close supervision
Ability to work independently
Ability to work under pressure
Ability to interact well with others
Ability to motivate others, Public contact skills

Basic:

Ability to read and follow instructions
Ability to follow oral instructions

Almost all employers seek word processing and most spreadsheet computer skills.

OCCUPATIONAL MOBILITY

TO

FROM

Regional Director

Administrative Services Manager

Assistant Manager

Administrative Assistant

Most employers promote to this occupation from such occupations as administrative assistant, staff coordinator or assistant manager. Most employers report that they promote from this occupation to such positions as Department Manager and Regional Director. Almost all employers report recruiting for this position through in-house promotion and most newspaper ads. Many also use employee referrals. Most employers require a drug test as part of their application process.

ADMINISTRATIVE SERVICE MANAGERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Supervision & Management

Average time to complete program: 24-28 units
Approximate cost to complete: \$312 - \$364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510020
Gov. program classification/code: TOP/050630

This program prepares students to work as managers or supervisors in a variety of fields. A manager develops company or department policies, coordinates activities, and supervises and directs personnel to attain operational goals. Students enrolled in this program learn concepts and skills such as business math and law, techniques of supervision management, and the use of microcomputers enabling them to work as successful managers.

Please refer to Delta's Office Management and Administrative Assistant program for further information.

*Program costs are calculated at \$13 per unit for CA residents

ADULT SCHOOL COURSES: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

No related training programs offered at this time.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Business Management

Average time to complete program: 12 quarters
Approximate cost to complete: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 130140

The business management program has been developed to include a significant concentration in accounting providing the student with the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques.

Please refer to Humphrey's Administrative Assistant and Executive Office Administration program for further information.

See also:

M.T.I. Business College Inc., Stockton ... (209) 957-3030.
Worldwide Educational Services, Stockton ... (209) 951-1174.

ASSESSMENT CODES

California Occupational Guide #305

Specific Vocational Preparation=7.1 (2 to 4 years)

	RML		GV N SPQ KF MEC
GED:	4 4 3	APTITUDES:	2 2 3 4 4 4 4 4 5 5

INTERESTS: Leading, Influencing

GOE Code: 11.12.04

ASSEMBLERS AND FABRICATORS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:

701.687-010
706.684-022
710.281-010
729.687-010
714.684-010
763.684-038

TITLE

ASSEMBLER
ASSEMBLER, SMALL PARTS
ASSEMBLER & TESTER, ELECTRONICS
ASSEMBLER, ELECTRICAL ACCESSORY
ASSEMBLER, - PRODUCTION LINE
FURNITURE ASSEMBLER

25 FIRMS RESPONDING

OES Code: 939560

DESCRIPTION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.35- \$ 6.75	\$ 5.50	\$ 6.00-\$13.25	\$ 7.00
Experienced/ New to Firm:			
\$ 4.50- \$ 9.00	\$ 6.75	\$ 6.00-\$17.25	\$13.07
3+ Yrs. Experience with Firm:			
\$ 6.00- \$14.00	\$ 9.00	\$ 8.75-\$17.25	\$14.87

27% of the employers in this sample are unionized. Unionized employees account for 38% of employment in the sample.

BENEFITS

ratio of firms responding

Paid Vacation	24/25	
Medical Insurance	20/25	
Dental Insurance	15/25	
Life Insurance	15/25	
Retirement Plans	11/25	
Vision Insurance	11/25	
Paid Sick Leave	10/25	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	980 – large
Growth Rate (per yr.):	- 0.4%, decline
Job Growth (92-99):	-40
Separations (92-99):	110

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring inexperienced applicants who meet their hiring standards, but some difficulty hiring experienced applicants. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Wood Products, NEC	19%	2499
Paper Mills	8%	2621
Fabricated Structural Metal	5%	3441
Hardware Stores	3%	5251
Plastics Products, NEC	3%	3089

ASSEMBLERS &
FABRICATORS

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent. Some employers report that recent hires have less than high school. Some employers also report that recent hires have had vocational training, with the amount varying widely.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require 3 months or more prior experience in the occupation, or experience from a variety of other occupations such as laborer or driver.

VERY IMPORTANT SKILLS

Physical:

Full use of hands, arms, and fingers
Ability to stand for prolonged periods
Good eye-hand coordination, Ability to lift at least 50 lbs.

Technical:

Ability to do routine, repetitive work
Familiarity with assembly work

Personal:

Ability to interact well with others
Ability to work independently

Basic:

Ability to follow oral instructions, Ability to write legibly
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Physical:

Manual dexterity

Technical:

Ability to use and read a tape measure
Ability to use hand tools, Ability to use power hand tools
Specific product knowledge
Ability to work with fractions and decimals
Ability to do soldering, Ability to read working drawings
Ability to use a computer terminal, Ability to read blueprints

Personal:

Good color perception, Possess mechanical aptitude
Willingness to work with close supervision
Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

FROM

TO

	Supervisor/Foreman
	Machine Operator/Lead Man
	Assemblers & Fabricators
	Laborer or Helper

In most cases, Assembler is an entry level position. Many employers recruit through employee referrals and newspaper advertisements, in house promotion and transfer and, some report hiring unsolicited walk-ins.



ASSEMBLERS AND FABRICATORS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: No certificate offered at SJDC

Top Code: 095600

OTHER TRAINING PROGRAMS

California Human Development Corporation Center for Employment Training
2895 Teepee Drive
Stockton, CA. 95205
(209) 943-7671

Electronics Assembly

Average time to complete program: 630 clock hours*
Approximate cost to enroll: \$ 4,032.00 *
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Adults
OES Code: 939560

This program provides the trainee with the basic knowledge and skills to qualify for entry-level electronics and other assembly positions. Production documentation and inventory control as well as the highest possible soldering skills are emphasized. In addition, trainees become familiar with product blueprints, parts list and other documentation.

* Clock hours and cost to complete the program varies: students enrolled in remediation and/or VESL equals 880 clock hours and cost is \$ 5,632.00.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

No related training programs offered at this time by local ROP programs.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #47

Specific Vocational Preparation = 2.8 (short demo. to 30 days)

RML	G V N S P Q K F M E C
GED: 2 1 2	APTITUDES: 4 4 4 4 4 3 3 3 5 5

INTERESTS: Industrial

GOE Code: 06.04.23

AUTOMOTIVE BODY, & RELATED REPAIRERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:
807.381-030
807.381-018
807.484-010
865.684-010

TITLE
AUTOMOTIVE BODY REPAIRER
FRAME REPAIRER
FRAME STRAIGHTENER
GLASS INSTALLER



16 FIRMS RESPONDING

OES Code: 853050

DESCRIPTION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

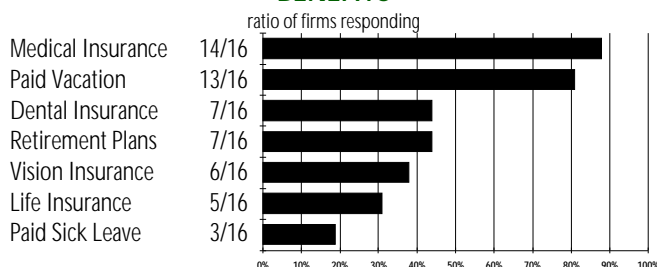
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$10.00	\$ 6.00
Experienced/New to Firm:	\$ 7.00 - \$14.50	\$10.00
3+ Yrs Experience with Firm:	\$10.00 - \$18.00	\$16.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$10.00	\$ 5.00
Experienced/New to Firm:	\$ 7.00 - \$16.00	\$10.00
3+ Yrs Experience with Firm:	\$10.00 - \$18.00	\$15.00

Almost all employees in this sample work full time.

BENEFITS



Although some employers hire part time workers in this occupation, part time employees usually do not receive benefits. Part time workers average 20 hours/week.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	270 – medium
Growth Rate (per yr.):	2.5%, much faster than average
Job Growth (92-99):	40
Separations (92-99):	40

Most employers surveyed expect growth over the next three years due to such factors as population growth, availability of workers in the field, and increases in sales of automobiles and greater demand for quality workmanship.

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding both experienced and inexperienced applicants who meet their hiring requirements. Many have hired employees in the occupation during the past year. Turnover and growth will create new job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Top & Body Repair & Paint Shops	54%	7532
New & Used Car Dealers	22%	5511
Automobiles & Other Motor Vehicles	6%	5012

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employers report that most recent hires have completed high school or the equivalent, and 12 months or more vocational training, including I-car training or certification.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 12 months or more experience in autobody repair or a repair specialty such as painter, refinisher, or glass installer, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

- Ability to use frame straightening machines
- Ability to do masking work
- Ability to use cutting and welding machinery
- Ability to use power hand tools
- Knowledge of hazardous materials
- Knowledge of safe equipment operating practices
- Knowledge of painting techniques

Physical:

- Ability to tolerate dust and paint fumes
- Good color perception
- Ability to lift at least 70 lbs.
- Ability to stand for prolonged periods

Personal:

- Willingness to work with close supervision
- Ability to work independently
- Provide own hand tools
- Ability to interact well with others
- Ability to analyze and solve problems

Basic:

- Ability to write legibly
- Ability to read and follow instructions
- Ability to follow oral instructions

OCCUPATIONAL MOBILITY

FROM

TO

Manager

Foreman/Estimator

Autobody Repair Person

Helper/Sander, Buffer

Many employers report promoting employees into this occupation from lower ranking occupations such as sander, buffer, detailer, driver, or from apprenticeships. Most report promoting from this occupation into higher ranking occupations such as foreman, manager or estimator.

Most employers report recruiting employees into this occupation through in-house promotions, employee referrals and newspaper adds. Many hire unsolicited walk-ins, and some recruit through EDD, or through vocational schools or training programs.

AUTOMOTIVE BODY, & RELATED REPAIRERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Auto Body Repair

Average time to complete program: 43 units
Approximate cost to enroll: \$ 559
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 853050
Gov. program classification/code: TOP/094820

This program prepares the student in the field of auto body repairs. The course offers instruction in the basic skills, procedures, and methods of major body repair and rebuilding. Related technical information on car design, use and care of tools and equipment, and shop safety are emphasized.

*Program cost is calculated at \$13 per unit for CA residents

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #24

Specific Vocational Preparation: 5.6 (over 6 mos. to 1 year)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	3	3		3	3	4	2	3	4	3	3	2	4	4
APTITUDES:															

INTERESTS: Mechanical

GOE Code: 05.05.09

OTHER TRAINING PROGRAMS

Golden & Sons Unibody and Refinishing School
11353 Sunrise Gold Circle, Suite A
Modesto, CA 95336
(209) 545-5200

Basic Unibody

Average time to complete program: 4 weeks
Approximate cost to enroll: \$ 326
Other fees: \$ 25 registration/\$104 books & supplies
Program requirements: Successful completion
Prerequisites: Sufficient English skills/basic arithmetic skills
Open entry/ Open exit: yes
What is received upon completion: Apprenticeship
Target students: Adults
OES Code: 853050

The Basic Unibody program is an entry-level one that teaches the correct method of repairing damaged vehicles, using frame suspension, and alignment machinery.

AUTOMOTIVE MECHANICS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:

620.261-010
620.261-034
620.281-038
620.281-026
620.281-066

TITLE

AUTOMOBILE MECHANIC
AUTOMOTIVE MECH, COOLING SYS.
FRONT END MECHANIC
BRAKE REPAIRER
TUNE-UP MECHANIC

21 FIRMS RESPONDING

OES Code: 853020

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 9.50	\$ 8.50
Experienced/New to Firm:	\$ 7.50 - \$ 16.00	\$ 12.00
3+ yrs Experience with Firm:	\$10.00 - \$ 19.00	\$ 15.25

90% of the employers in this sample are not unionized. However, unionized employers pay near the top of the above wage ranges.

BENEFITS

ratio of firms responding

Paid Vacation	20/21	95%
Medical Insurance	19/21	90%
Life Insurance	11/21	52%
Dental Insurance	10/21	48%
Retirement Plans	8/21	38%
Vision Insurance	5/21	24%
Paid Sick Leave	2/21	10%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,250 – very large
Growth Rate (per yr.):	2.6%, much faster than average
Job Growth (92-99):	190
Separations (92-99):	230

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants but little difficulty finding inexperienced applicants who meet their hiring standards. Turnover generates most job opportunities.

Most employers recruit through newspaper advertisements, although many use employee referrals or hire unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
New & Used Car Dealers	31%	5511
General Automotive Repair Shops	25%	7538
Gasoline Service Stations	13%	5541
Auto and Home Supply Stores	8%	5531
Automotive Repair, NEC	6%	7539

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent hires have completed high school and many employers indicate that recent new hires have 3 months to 2 years of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 months or more of prior experience as an auto mechanic but sometimes will substitute training or experience as a bus mechanic for experience in the occupation.

VERY IMPORTANT SKILLS

Technical:

Possess valid driver's license, Possess mechanical aptitude
Ability to use service manuals
Possess a good DMV driving record
Trained in safe work practices
Ability to use electronic diagnostic equipment
Knowledge of fuel injection systems
Ability to tune up engines
Knowledge of carburetion, Ability to repair brakes
Ability to repair emission controls
Smog control mechanic certification
Ability to repair vehicle air conditioners, vehicle heaters

Personal:

Public contact skills, Ability to interact well with others
Ability to work independently
Willingness to work with close supervision
Ability to perform basic mathematical computations

Basic:

Ability to read and follow instructions
Oral communication skills, Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Brake Check Certificate
Possess auto air conditioning certificate
Possess Auto Service Certificate (ASE)
Front end alignment skills
Minor gas/arc welding skills

OCCUPATIONAL MOBILITY

FROM

TO

First Line Supervisor, Mechanical
Team Leader/Service Advisor

Automotive Mechanic

Apprentice Mechanic

Some employers reported the following previous occupations of those promoted to Auto Mechanic: Technician, Car Porter, Lube Person, Service Writer, and Mechanic Helper.



AUTOMOTIVE MECHANICS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Auto Mechanics Technology

Average time to complete program: 39-41 units
Approximate cost to enroll: \$ 507 - \$ 533
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 853020
Gov. program classification/code: TOP/094810

This program offers instruction in basic skills and procedures of mechanical auto repair, including engines, transmissions, brakes, and alignment. The program provides training for an entry-level position as an automotive mechanic.

*Program cost is calculated at \$13 per unit for CA residents

APPRENTICESHIP PROGRAMS

San Joaquin Valley Automotive Trades J.A.C.
121 E. Vine St.
Stockton, CA. 95202
(209) 466-9592

Automotive - Mechanic

Average time to complete program: 4 years
Approximate cost to enroll: See Other fees
Other fees: \$ 7,500.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility & coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. diploma or G.E.D.
OES Code: 853020

Apprentices in this program are trained in repairs and maintenance of automobiles, trucks, and farm equipment. Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or front-end Mechanics. San Joaquin Delta College provides the classroom training for this program and requires that students read at proficiency level II for enrollment in the apprenticeship classes.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Automotive Technology

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program Requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 853020

This is a vocational automotive course with the objective of providing the student with the opportunity to acquire entry-level skills in automotive repair. Hands-on training with specialized equipment is used in testing and repairing today's complex automobiles. The second semester will be conducted under the "Community Classroom Concept", with the student placed in auto repair shops for training.

See also:

Escalon High School, Escalon ... (209) 838-7073.
Lodi Career Center, Lodi ... (209) 331-7616.
Ripon High School, Ripon ... (209) 599-2356.
Tracy High School, Tracy ... (209) 831-5100.
Woodruff Regional Occupational Center, Stockton ... (209) 953-4606.

ADULT SCHOOL COURSES

Tracy Adult School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5034

Automobile Mechanics

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 853020

This course instructs student in the basics of auto mechanics and small engine repair. Students can gain entry-level skills to work as Auto Mechanics or Small Engine Repairers.

See also:

Manteca Adult School, Manteca ... (209) 825-3100.

ASSESSMENT CODES

California Occupational Guide #24

Specific Vocational Preparation: 5.6 (over 6 mos. to 1 year)

	RML		G V N S P Q K F M E C
GED:	4 3 3	APTITUDES:	3 3 4 2 3 4 3 3 2 4 4

INTERESTS: Mechanical

GOE Code: 05.05.09

BAKERS - BREAD & PASTRY

DOT Code:
313.381-010
313.361-038
313.381-026

TITLE
BAKER
PIE MAKER
COOK, PASTRY

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 650210

DESCRIPTION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

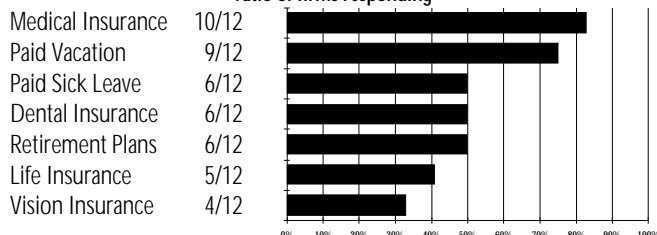
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 6.00	\$5.00
Experienced/ New to Firm:	\$ 4.50 - \$ 7.75	\$5.75
3+ Yrs. Experience with Firm:	\$ 6.00 - \$12.25	\$8.75

Most employers hire employees on a part-time basis. Part-time employees work an average of 25 hours per week. 63% of the employees in this sample are part-time. A few employers are union. Many employers have more than one shift for this position.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	240— small
Growth Rate (per yr.):	3.8%, much faster than average
Job Growth (92-99):	50
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report no difficulty hiring inexperienced applicants who meet their hiring standards, but some difficulty hiring experienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	38%	5812
Retail Bakeries	32%	5461
Grocery Stores	23%	5411

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires in this occupation have completed high school or the equivalent. Most recent hires do not have vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 to 12 months prior experience as a bread or pastry baker, although many do not. Experience as a food preparation worker is an acceptable substitute for some employers.

VERY IMPORTANT SKILLS

Physical:

Ability to lift at least 25 lbs

Technical:

General knowledge of pastry making

Knowledge of baking equipment

Personal:

Willingness to work under close supervision

Ability to work independently

Ability to work under pressure

Basic:

Ability to read and follow instructions

Ability to follow oral instructions

MODERATELY IMPORTANT SKILLS

Technical:

Ability to plan and organize the work of others

Basic:

Oral communication skills

Ability to write legibly

Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

FROM

TO

Bakery Manager

Baker

Bakers Helper

This is an entry level occupation for most employers. However, some will promote into this occupation from others such as bakery helper or bakery clerk.

Most employers will promote from this occupation into higher ranking occupations such as full baker, supervisor or bakery assistant manager, although opportunities may be limited.

EDUCATION:										
Less than H.S. (NA) H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)										
OCUPATIONAL TRAINING: NA										
30 days	3	6	9	12	18	24	30	36	42	48
OCUPATIONAL TRAINING: Bread or Pastry Baker										
30 days	3	6	9	12	18	24	30	36	42	48

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Basic Culinary Arts

Average time to complete program: 13 units
Approximate cost to enroll: \$ 169*
Other fees: Parking, book fees vary
Program requirements: Completion of 13 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 650260
Gov. program classification/code: TOP/300210

The Basic Culinary Arts program is designed for students interested in working in the culinary arts industry as a career. Students will be prepared for employment in a variety of areas within this industry. Occupations include short order cook, institutional cook, or assistant restaurant manager.

*Program cost is calculated at \$13 per unit for CA residents

OTHER TRAINING PROGRAMS:NA

BAKERS - BREAD & PASTRY

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide # 330

Specific Vocational Preparation = 6.7 (2 to 4 years)

R M L	G V N S P Q K F M E C
GED: 3 2 2	APTITUDES: 3 4 4 3 3 4 3 4 3 5 4

INTERESTS: Mechanical

GOE Code: 05.10.08

BAKERS - MANUFACTURING

DOT Code:

526.381-010

526.381-014

526.381-022

TITLE

BAKER

BAKER APPRENTICE

CAKE TESTER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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6 FIRMS RESPONDING

OES Code: 898050

Reason for Limited Survey:

This occupation was originally selected for a full survey. Although small in size, EDD projected at least slow growth in the occupation. The occupation was selected in part to complete a study of related occupations in the food preparation/services area which might offer career ladders to prospective job seekers. Unfortunately PIC research staff were unable to receive sufficient responses from employers to warrant publication of results as a full survey occupation. A discussion of the reasons for the above difficulties appears in the EMPLOYMENT TRENDS section below.

DESCRIPTION

Manufacturing bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. Goods are produced in large quantities for sale through establishments, such as grocery stores. Generally high volume production equipment is used.

EMPLOYER REQUIREMENTS

EDUCATION, TRAINING, & EXPERIENCE

Most employers report that recent new hires have completed high school or the equivalent although some report hiring applicants with less than high school. Most recent new hires have not had vocational training. Most employers do not require prior work experience for applicants in this occupation.

VERY IMPORTANT SKILLS

Physical:

Ability to pass a pre-employment physical

Ability to stand for prolonged periods

Ability to lift at least 50 pounds

Technical:

Knowledge of food baking, Knowledge of baking equipment

Ability to meet employer grooming standards

Personal:

Willingness to work under close supervision

Ability to work independently, Follow oral instructions

Basic:

Oral communication skills, Ability to write legibly

Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Technical:

Ability to plan and organize the work of others

Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

This is an entry level position in most cases. Most employers will hire into this occupation from outside the firm as well as through in-house transfers. Employers report finding new applicants through employee referrals, newspaper advertisements, the Employment Development Department and other community organizations, and from unsolicited walk-ins.

Some employers promote into this occupation from positions such as ovenman, checker or assistant baker. Most employers report limited opportunities for persons in this position to be promoted to positions such as foreman or supervising baker.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$4.35- \$ 9.75	\$ 7.79
Experienced/ New to Firm:	\$5.25 -\$14.50	\$ 9.62
3+ Yrs. Experience with Firm:	\$6.00 -\$14.50	\$10.62

Most employers hire employees on an on-call basis. On-call employees work an average of 18 hours per week. Full time employees average 35 hours per week. 38% of the employees in this sample are part time. Most employers sampled are union and pay is at the high end of the range scale. Most employers have more than one shift for this position.

BENEFITS

Most firms offered these benefits in the order listed Medical Insurance; Paid Vacation; Paid Sick Leave; Life Insurance; Retirement Plans; Dental Insurance, and, Vision Insurance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999: 140 – small

Growth Rate (per yr.): 3.9%, much faster than average

Job Growth (92-99): 30

Separations (92-99): 20

SUPPLY/DEMAND ASSESSMENTS

Employers experience at least some difficulty hiring both experienced and inexperienced workers meeting their hiring standards, indicating good job opportunities for job applicants. Turnover and growth create many job opportunities in this occupation.

Persons in this occupation are employed in two different settings, each of which demands a substantially different knowledge of baking technology. Most bakers in this occupation work in large scale baking operations in which bread and other baked goods are produced in high volume operations. Some bakers, however, work producing hand baked goods in "bake off" units in delicatessens and supermarkets.

High volume baking is undergoing technological changes leading to increases in productivity and a declining demand for bakers.

Although informants report that automated 'continuous batter whip' manufacturing methods have not proven as useful as earlier thought, robotics are now entering the industry, resulting in increased production, the concentration of production in fewer facilities, and the hiring of fewer workers.

This lowered demand for workers in high volume baking is currently being offset to some extent by increases in the demand for hand craft bakers employed in delicatessens and supermarkets, assuming such individuals have the skills needed for small batch production of breads, cakes and related items (see Baker, Bread or Pastry).

Less than H.S. (C2)	H.S. Diploma	3 yrs.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)
VOCATIONAL TRAINING: NA					
30 days	3	6	9	12	18
EXPERIENCE: NA					
30 days	3	6	9	12	18

LIMITED SURVEY OCCUPATION

BAKERS, MANUFACTURING TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Basic Culinary Arts

Average time to complete program: 13 weeks
Approximate cost to enroll: \$ 169*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 650260
Gov. program classification/code: TOP/300210

The Basic Culinary Arts program is designed for students interested in working in the culinary arts industry as a career. Students will be prepared for employment in a variety of areas within this industry. Occupations include short order cook, institutional cook, or assistant restaurant manager.

*Program cost is calculated at \$13 per unit for CA residents

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

ASSESSMENT CODES

California Occupational Guide # 330

Specific Vocational Preparation = 6.5 (2 to 4 years)

R M L	G V N S P Q K F M E C
GED: 3 2 2	APTITUDES: 3 3 3 4 3 4 3 3 3 5 3

INTERESTS: Industrial

GOE Code: 06.02.15

ADULT SCHOOL COURSES:NA

BARTENDERS

DOT Code:
312.474-010
312.477-010
312.677-010

TITLE
BARTENDER
BAR ATTENDANT
TAPROOM ATTENDANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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19 FIRMS RESPONDING

OES Code: 650050

DESCRIPTION

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

WAGES/BENEFITS

Range	Median	Tips & Commission	
		Range (hr.)	Median (hr.)
Entry Level/No Experience:			
\$ 5.00 - \$ 6.50	\$ 5.25	\$ 1.00 - \$ 7.00	\$ 3.25
Experienced/ New to Firm:			
\$ 5.00 - \$ 7.50	\$ 5.55	\$ 1.00 - \$ 8.00	\$ 4.00
3+ Yrs. Experience with Firm:			
\$ 6.00 - \$ 8.00	\$ 6.90	\$ 1.25 - \$ 8.00	\$ 5.00

Most employers have more than one shift. Part-time employees work between 12 to 32 hours per week, with an average 21 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	15/15	
Medical Insurance	11/15	
Dental Insurance	9/15	
Life Insurance	8/15	
Paid Sick Leave	7/15	
Retirement Plans	2/15	
Vision Insurance	1/15	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	460— medium
Growth Rate (per yr.):	0.6%, slower than average
Job Growth (92-99):	20
Separations (92-99):	110

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, but little difficulty finding inexperienced applicants. Turnover creates most employment opportunities.

Many employers report that most recent new positions have been filled through newspaper advertisements and by unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	50%	5812
Drinking Places	22%	5813
Civic & Social Associations	13%	8641

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require prior experience although most will usually substitute training for experience. Some employers will substitute experience in a related occupation such as restaurant lounge host or wait staff for experience as a bartender.

Most employers report promoting employees into this occupation from lower ranking occupations such as cocktail server or food server. Some employers report transferring bartenders between related occupations such as banquet bartender. Some report promoting bartenders to positions such as lounge or bar manager having supervisorial responsibilities.

VERY IMPORTANT SKILLS

Physical:

Ability to handle disruptive patrons
Ability to stand for prolonged periods
Ability to tolerate cigarette smoke
Meet employer grooming standards

Technical:

Cash handling skills, Ability to operate a cash register
Knowledge of drink recipes

Personal:

Customer service skills, Public contact skills
Ability to work independently
Ability to interact well with others
Ability to work under pressure
Willingness to work with close supervision
Ability to perform basic mathematical computations

Basic:

Good memory skills, Oral communication skills
Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 50 lbs.

Technical:

Knowledge of inventory techniques

OCCUPATIONAL MOBILITY

FROM

TO

Bar/Restaurant Manager

Bartender

Cocktail Host/Waiter/Waitress

Busser, Barback (Dining Room Attendant)

EDUCATION:												
Less than HS	GED	HS Diploma	1 yr.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)						
VOCATIONAL TRAINING: NA												
30 days	3	6	9	12	18	24	30	36	42	48		
OCCUPATIONAL: Barber/Barber or Head, Hairstylist												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE:NA

Certificate: None available at SJDC

Top Code: 300200

OTHER TRAINING PROGRAMS:NA

BARTENDERS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide # 31

Specific Vocational Preparation = 3 (30 days to 3 months)

	R	M	L					G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	2					3	3	4	4	4	4	4	4	3	5	4

INTERESTS: Accomodating

GOE Code: 09.04.01

BILLING, COST & RATE CLERKS

DOT Code:

214.362-042
214.382-014
214.362-022
214.362-014
214.362-026

TITLE

BILLING CLERK
BILLING TYPIST
INSURANCE CLERK
DOCUMENT-BILLING CLERK
INVOICE-CONTROL CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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23 FIRMS RESPONDING

OES Code: 553440

DESCRIPTION

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. This does not include workers whose primary duty is the operation of special office machines such as billing, posting, and calculating machines. This also does not include workers who calculate charges for passenger transportation.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$ 9.75	\$ 7.00
Experienced/ New to Firm:	\$ 6.75 - \$ 9.75	\$ 8.51
3+ Yrs. Experience with Firm:	\$ 7.25 - \$ 12.50	\$ 9.86

Many employers hire part-time as well as full-time workers. Part-time employees average 26 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	23/23	
Medical Insurance	23/23	
Paid Sick Leave	21/23	
Dental Insurance	18/23	
Life Insurance	17/23	
Retirement Plans	16/23	
Vision Insurance	10/23	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	520— large
Growth Rate (per yr.):	0.6%, slower than average
Job Growth (92-99):	20
Separations (92-99):	110

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants but little difficulty finding inexperienced applicants who meet their hiring qualifications. Turnover creates most employment opportunities for jobseekers in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospitals	17%	8062
Offices & Clinics of Medical Doctors	17%	8011
Psychiatric Hospitals	6%	8063
Local Trucking, Without Storage	5%	4212

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Many report that recent hires have 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 to 12 months prior experience in the occupation, although many will accept 6 to 12 months prior experience in related occupations such as general office clerk or bookkeeping and accounting clerk. Most employers report they will sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to follow billing procedures
Record keeping skills
Alphabetic and numeric filing skills
Telephone answering skills
Ability to operate office machines
Ability to operate 10-key adding machine by touch
Data entry skills, Computer literacy
Bookkeeping skills
Ability to write effectively

Physical:

Ability to sit continuously for 2 or more hours

Personal:

Ability to work under pressure
Ability to interact well with others
Ability to work independently
Public contact skills
Willingness to work with close supervision
Basic math skills

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Office Manager/Supervisor

Billing, Cost & Rate Clerk

General Office/File Clerk

Receptionist

Most employers report promoting into this occupation from lower ranking occupations such as receptionist, filing or finance clerk. Many will promote from this occupation into positions such as accounts supervisor or office manager. Most employers report hiring through newspaper advertisements.

Less than H.S. Grad	H.S. Diploma	1 yr.	2 yr. (A.S.)	3 yr.	4 yr. (B.A.)
30 DAY OCCUPATIONAL TRAINING:					
30 days	3	6	9	12	15
	24	30	36	42	48
60 DAY OCCUPATIONAL TRAINING:					
60 days	3	6	9	12	15
	24	30	36	42	48

BILLING, COST & RATE CLERKS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

General Office

Average time to complete program: 32.5 - 35.5 units
Approximate cost to enroll: \$ 422 - \$435*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553470
Gov. program classification/code: 051450

This particular program focuses on preparing the student to work as a general office clerk. General Office Clerks are responsible for copying and compiling records and reports, posting data in reports, and preparing mail. Skills in office procedures, accounting principles, and job seeking are included in the curriculum.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

Heald Business College
1776 W. March Lane
Stockton, CA. 95207
(209) 477-1114

Accounting

* Average time to complete program: 4 or 6 quarters
Approximate cost to enroll: \$ 1,950.00 p/quarter
Other fees: \$ 50.00 application fee
Program requirements: "C" average or better
Prerequisites: Pass entrance exam
Open entry/ Open exit: no
What is received upon completion: Diploma or degree
Target students: Adults
OES Code: 553380

Heald Business College offers an accounting program covering the accounting cycle, including principles, accepted practices, payroll, income tax, cost accounting, auditing and computerized accounting. Computer applications are taught in conjunction with the accounting program.

* Heald Business College offers programs at different levels. The longer the program, the more specialized are the courses that make up the program.

See also:

Humphreys College, Stockton ... (209) 478-0800.
M.T.I. Business College, Stockton ... (209) 957-3030.
Worldwide Educational Services, Stockton ... (209) 951-1174.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North Street
Manteca, CA. 95336
(209) 825-3100

Career Office Training

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Knowledge of beginning typing
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 553410

During the first semester, the course offers simulated office work in a choice of areas such as accounts receivable/payable clerk, clerk typist, payroll clerk, and other office related occupations. Students may choose legal or medical office studies. The second semester offers on-the-job training at community business offices. Employability instruction is also offered. This includes resume writing, letters of application, and interviewing techniques.

See also:

Lincoln High School, Stockton ... (209) 953-8932.
Lodi Career Center, Lodi ... (209) 331-7616.
Tracy High School, Tracy ... (209) 831-5100.
Woodruff Regional Occupational Center, Stockton ... (209) 953-4606.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Accounting II

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: Textbook fees
Program requirements: "C" average or better
Prerequisites: Accounting I
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 553380

This course provides instruction in more advanced accounting skills at the pace of the student. Students learn skills needed for employment as an accounting clerk.

See also:

Tracy Adult School, Tracy ... (209) 831-5034.

ASSESSMENT CODES

California Occupational Guide #82

Specific Vocational Preparation: 4.8 (3 to 6 mos.)

	R M L	G V N S P Q K F M E C
GED:	4 3 3	3 3 3 4 4 2 2 3 4 5 4

INTERESTS: Clerical

GOE Code: 07.02.04

BILLING, POSTING, CALCULATING MACHINE OPERATORS

DOT Code:
214.482-010
216.482-014
216.482-022

TITLE
BILLING MACHINE OPERATOR
ADDING MACHINE OPERATOR
CALCULATING MACHINE OP.

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 560020

DESCRIPTION

Billing, Posting, and Calculating Machine Operators operate machines that automatically perform mathematical processes, such as addition, subtraction, multiplication, division, and extraction of roots, to calculate and record billing, accounting, statistical, and other numerical data. Their duties also include operating special billing machines, generally combination typing and adding machines, to prepare statements, bills, and invoices, and the operation of bookkeeping machines to copy and post data, make computations, and compile records of transactions.

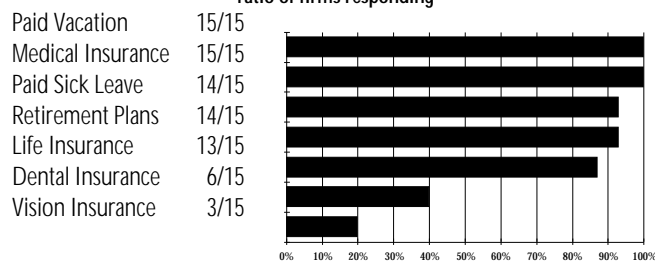
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.50 - \$ 8.50	\$ 7.00
Experienced/ New to Firm:	\$ 6.00 - \$ 9.50	\$ 7.40
3+ Yrs. Experience with Firm:	\$ 7.50 - \$11.00	\$ 8.79

Some employers hire for part-time position. Part-time employees work an average of between 20 and 30 hours per week, with an overall average of 21 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	170 – small
Growth Rate (per yr.):	-1.5%, decline
Job Growth (92-99):	- 20
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding experienced applicants who meet their hiring standards, but little difficulty finding qualified inexperienced applicants. Both turnover and growth create employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Offices & Clinics of Medical Doctors	31%	8011
General Medical & Surgical Hospitals	17%	8062
Offices & Clinics of Chiropractors	9%	8041
General Warehousing & Storage	5%	4225
Local Trucking, without storage	4%	4212

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school or the equivalent. Although most employers will accept a GED, some prefer a high school diploma. Some employers prefer applicants with 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Experience requirements vary. Many employers require 3 months or more of prior experience as a billing, posting machine operator, data keyer or banking or accounting clerk. Most will substitute training for work experience.

VERY IMPORTANT SKILLS

Technical:

- Ability to use a calculator
- Ability to use a computer terminal
- Knowledge of business math
- Ability to operate 10-key adding machine by touch
- Knowledge of bookkeeping procedures
- Knowledge of billing procedures
- Ability to use personal computers
- Ability to write effectively

Personal:

- Ability to work under pressure
- Skilled at clerical detail work
- Ability to work independently
- Ability to interact well with others
- Willingness to work with close supervision

Physical:

- Ability to sit for prolonged periods

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions
- Ability to write legibly
- Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

- Ability to operate computing machines
- Ability to operate bookkeeping machines
- Ability to operate billing machines

OCCUPATIONAL MOBILITY

FROM	TO
	Management
	Supervising Accounting Clerk
	Billing, Posting & Calculating Machine Operator
Secretary, File Clerk	

EDUCATION:												
<div><div></div><div>Less than H.S. (GED)</div><div>H.S. Diploma</div><div>1 yr.</div><div>2 yr. (AA)</div><div>3 yr.</div><div>4 yr. (BA)</div></div>												
VOCATIONAL TRAINING:												
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>42</div><div>48</div></div>												
POSTGRADUATE: MAJORS, MINORS, CERTS, M.A., M.B.A., M.P.A., M.S., Ph.D., etc.												
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>42</div><div>48</div></div>												

BILLING, POSTING, & CALCULATING MACHINE OPERATORS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Vocational Accounting

Average time to complete program: 26 units
Approximate cost to complete: \$338*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553380
Gov. program classification/code: TOP/050220

This program is designed for students planning to enter the job market after completing a two year program at Delta. Opportunities for entry into the accounting profession are good, and the number of accountants needed will increase through the 1990's. The accounting profession is wide open and provides opportunities in private and public accounting with specialized fields from auditing, tax services, management and advisory services, to government and institutional accounting.

*Program cost is calculated at \$13 per unit for CA residents

Although this program does not offer students direct access to employment as Accountants, it provides them with a strong background in accounting principles.

OTHER TRAINING PROGRAMS

M.T.I. Business College, Inc.
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Clerical Specialist II/IV

* Average time to complete program: 8 and 10 months
Approximate cost to enroll: \$5,505/\$7,505
Other fees: \$750/\$970
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED or Ability to Benefit Test
Open entry/ Open exit: yes
What is received upon completion: Diploma
Target students: Adults
OES Code: 560170

The Clerical Specialist program is also offered at two levels. The student can choose to finish the program in 8 months or continue so as to gain more knowledge and skills needed to work as a Data Entry Clerk. Preparation includes courses in microcomputers, data entry, word processing, retrieval, and business applications.

** MTI offers this program at two levels. Level II will take about 8 months to complete while level IV takes 10 months. The longer the completion time is, the more advanced the course.*

See Also:

Heald Business College, Stockton ... (209) 477-1114
Humphreys College, Stockton ... (209) 478-0800
Worldwide Educational Services, Stockton ... (209) 951-1174

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lincoln High School
6844 Alexandria Place
Stockton, CA. 95207
(209) 953-8932

Computerized Accounting

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Grade of "C" or better in Accounting
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 553380

This second year course is designed to develop job entry skills necessary to function in an accounting position. Areas of study include: manual and computerized general ledger, accounts payable, accounts receivable, and payroll applications. The student develops skills in typing, filing, and 10-key calculators. The community classroom is used for the second semester. The student is placed within the community in training positions.

See also:

Escalon High School, Escalon

... (209) 838-7073.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Accounting II

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: Textbook fees
Program requirements: "C" average or better
Prerequisites: Accounting I
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 553380

This course provides instruction in more advanced accounting skills at the pace of the student. Students learn skills needed for employment as an accounting clerk.

See also:

Tracy Adult School, Tracy

... (209) 831-5034.

ASSESSMENT CODES

California Occupational Guide #31

Specific Vocational Preparation: 4.0 (3 to 6 months)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	3	3	3		3	3	3	4	4	2	3	3	5	5	5
APTITUDES:															

INTERESTS: Clerical

GOE Code: 07.06.02

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:
210.382-014
210.382-010
210.382-046
216.362-014
216.482-010

TITLE
BOOKKEEPER I
AUDIT CLERK
GENERAL LEDGER BOOKKEEPER
COLLECTIONS CLERK
ACCOUNTING CLERK

24 FIRMS RESPONDING

OES Code: 553380

DESCRIPTION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

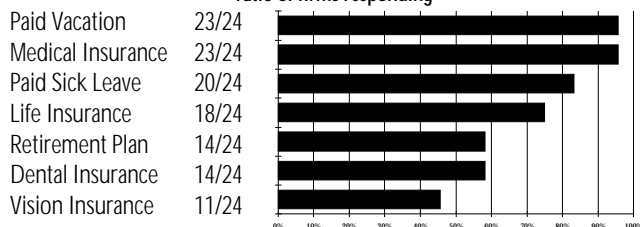
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 8.00	\$ 6.40
Experienced/ New to Firm:	\$ 7.25 - \$13.00	\$ 8.72
3+ Yrs. Experience with Firm:	\$ 8.75 - \$14.00	\$11.05

Some employers hire part-time workers and provide benefits similar to those above for full-time workers. Part-time workers average 32 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	3,350 – very large
Growth Rate (per yr.):	0.4%, slower than average
Job Growth (92-99):	80
Separations (92-99):	420

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring inexperienced applicants who meet their hiring standards, but some difficulty hiring experienced applicants. Turnover generates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	7%	9030
Accounting, Auditing, & Bookkeeping	4%	8721
Eating Places	4%	5812
Grocery Stores	4%	5411
General Medical & Surgical Hospital	4%	8062
Offices & Clinics of Medical Doctor	3%	8011
Elementary & Secondary Schools	3%	8211

The function of Bookkeeping, Accounting and Auditing Clerk is essential to most business organizations. Thus, persons who fit this description can be found in many types of organizations.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent. Many recent hires have completed AA degrees. Some employers report that new hires have completed 3 months or more of vocational training.

EXPERIENCE AND OTHER REQUIREMENTS

Most employers require 6 months or more of experience in the occupation but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to operate 10-key adding machine by touch
Knowledge of accounting work
Ability to do routine, repetitive work
Knowledge of specialized bookkeeping procedures
Knowledge of bookkeeping procedures
Ability to operate office machines
Telephone answering skills
Knowledge of payroll processing
English grammar, spelling, and punctuation skills
Ability to write effectively

Personal:

Ability to perform basic mathematical computations
Ability to pay attention to detail
Public contact skills, Bondable
Ability to work independently
Willingness to work with close supervision

Basic:

Oral communication skills, Ability to write legibly
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Technical:

Ability to use a computer terminal
Knowledge of wordprocessing and spreadsheet software
Knowledge of data base software, Auditing skills
Ability to type at least 45 wpm

OCCUPATIONAL MOBILITY

FROM

TO

Office Manager/Full Charge Bookkeeper
Bookkeeping, Accounting & Auditing Clerk
Posting Clerk

Most employers will promote into this occupation from positions such as receptionist, cashier or data entry keyer. Many promote from this occupation into supervisory positions such as office manager.

Most employers report recruiting applicants through newspaper advertisements. Many recruit through private employment agencies.



BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Vocational Accounting

Average time to complete program: 26 units
Approximate cost to complete: \$338*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553380
Gov. program classification/code: TOP/050220

This program is designed for students planning to enter the job market after completing a two year program at Delta. Opportunities for entry into the accounting profession are good, and the number of accountants needed will increase through the 1990's. The accounting profession is wide open and provides opportunities in private and public accounting with specialized fields from auditing, tax services, management and advisory services, to government and institutional accounting.

*Program cost is calculated at \$13 per unit for CA residents.

Although this program does not offer students direct access to employment as Accountants, it provides them with a strong background in accounting principles.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Accounting Clerk

Average time to complete program: 3 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553380

The Accounting Clerk provides bookkeeping support to any business. Office fundamentals such as basic accounting, computing, typewriting, filing and communication are offered for the student in this program providing the necessary skills for an entry-level accounting clerk position.

See also:

Heald Business College, Stockton
M.T.I. Business College, Stockton

...(209) 477-1114.
...(209) 957-3030.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lincoln High School
6844 Alexandria Place
Stockton, CA. 95207
(209) 953-8932

Computerized Accounting

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Grade of "C" or better in Accounting
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 553380

This second year course is designed to develop job entry skills necessary to function in an accounting position. Areas of study include: manual and computerized general ledger, accounts payable, accounts receivable, and payroll applications. The student develops skills in typing, filing, and 10-key calculators. The community classroom is used for the second semester. The student is placed within the community in training positions.

See also:

Escalon High School, Escalon

...(209) 838-7073

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh St.
Tracy, CA. 95376
(209) 831-5034

Accountant

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553380

This course offers training in the fundamentals of record keeping for business practice. Students learn how to prepare business journals, ledgers, and other business statements.

See also:

Manteca Adult School, Manteca

...(209) 825-3100.

ASSESSMENT CODES

California Occupational Guide #82

Specific Vocational Preparation = 4.3 (3 to 6 mos.)

RML
GED: 4 4 3 APTITUDES: G V N S P Q K F M E C
INTERESTS: Clerical 2 3 2 4 3 2 3 3 3 5 5

GOE Code: 07.02.01

BUS AND TRUCK MECHANICS & DIESEL REPAIR SPECIALISTS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:
625.281-010
620.281-046
620.281-050
620.281-058
625.281-014
625.361-010

TITLE
DIESEL MECHANIC
MAINTENANCE MECHANIC
MECHANIC, INDUSTRIAL TRUCK
TRACTOR MECHANIC
DIESEL MECHANIC APPRENTICE
DIESEL MECHANIC ERECTOR



25 FIRMS RESPONDING

OES Code: 853110

DESCRIPTION

Bus or Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses and all types of diesel engines. This occupation also includes those mechanics working primarily with automobile diesel engines.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 6.00 - \$10.50	\$ 8.00	\$10.00 - \$12.00	\$11.57
Experienced/ New to Firm:			
\$ 8.00 - \$13.25	\$10.68	\$11.00 - \$14.00	\$12.48
3+ Yrs. Experience with Firm:			
\$12.00 - \$16.00	\$14.65	\$12.75 - \$16.75	\$14.00

32% of the employment in this sample is unionized. 39% of the employers are unionized.

BENEFITS

ratio of firms responding

Paid Vacation	23/24	100%
Medical Insurance	22/24	92%
Dental Insurance	22/24	92%
Retirement Plan	17/24	71%
Paid Sick Leave	16/24	67%
Life Insurance	16/24	67%
Vision Insurance	13/24	54%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	500 – large
Growth Rate (per yr):	1.2%, slower than average
Job Growth (92-99):	40
Separations (92-99):	90

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty hiring experienced applicants who meet their hiring qualifications, but little difficulty hiring inexperienced applicants. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Trucking without Storage	17%	4212
Automobiles & Other Motor Vehicles	11%	5012
Local Government	10%	9030
Grain & Field Beans	9%	5153

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent, and 3 months or more of vocational training or a formal apprenticeship.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 to 12 months prior experience as a bus or truck mechanic, although some will accept 12 months or more experience as an automobile mechanic or equivalent experience in a related occupation.

VERY IMPORTANT SKILLS

Physical:

Ability to lift at least 75 lbs. repeatedly

Technical:

Ability to implement safe work practices

Ability to use hand tools, Ability to repair diesel engines

Ability to operate power hand tools

Ability to operate electric testing equipment

Knowledge of basic auto mechanics

Knowledge of hydraulics

Ability to operate electronic automotive diagnostic equipment

Welding skills

Non-diesel engine repair skills

Possession of a valid Class A driver's license

Personal:

Ability to work independently

Ability to work under pressure

Possession of a good DMV driving record

Willingness to work with close supervision

Ability to provide own hand tools

Basic:

Ability to follow oral instructions

Ability to read and follow instructions

Oral communication skills

Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Lead Mechanic/Service Manager

Bus and Truck Mechanic & Diesel Repair Specialist

Truck/Diesel Mechanic Apprentice

Some employers report promoting into this occupation from positions such as welder, mechanic or equipment service worker, and promoting from this occupation into higher ranking positions such as lead mechanic or various management or supervisory positions.

Most employers report using newspaper advertisements when recruiting for this position.

EDUCATION:												
Less than H.S.	(00)	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
VOCATIONAL TRAINING:												
30 days	3	6	9	12	15	24	30	36	42	48		
PROGRAMS: Bus or Truck Mechanic												
30 days	3	6	9	12	15	24	30	36	42	48		

BUS AND TRUCK MECHANICS & DIESEL REPAIR SPECIALISTS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Diesel - Automotive

Average time to complete program: 51 units
Approximate cost to enroll: \$ 663*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 853110
Gov. program classification/code: TOP/094710

The Diesel-Automotive certificate program prepares students for entry-level positions in the automotive repair industry. Students complete courses such as welding, industrial math, diesel engine repair and others enabling them to gain needed skills.
*Program cost is calculated at \$13 per unit for CA residents.

Please refer to Delta's Diesel program for further information.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Escalon High School
1520 E. Yosemite Avenue
Escalon, CA. 95320
(209) 838-7073

Tractor and Machinery Maintenance

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: Materials fee (adults)
Program requirements: "C" average or better
Prerequisites: 1 yr. of Ag. Shop classes and shop skills or instructor's permission
Open entry/ Open exit: N/A
What is received upon completion: Certificate (adults)
Target students: Grades 11,12, adults
OES Code: 851100

This program is designed for students interested in seeking entry-level employment as a tractor or machinery maintenance person. Students are taught principles of engines, fuel and oils, machinery maintenance, tractor hydraulics and design, tires, battery care and power transmitting units. They are introduced to maintenance techniques in small engine repair, equipment repair, and construction.

APPRENTICESHIP PROGRAMS

San Joaquin Valley Automotive Trades J.A.C.
121 E. Vine Street
Stockton, CA. 95202
(209) 466-9592

Automotive - Truck Mechanic

Average time to complete program: 4 years
Approximate cost to enroll: See Other fees
Other fees: \$7,500.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility & coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. diploma or G.E.D.
OES Code: 853110

Apprentices in this program receive "on-the-job" training as well as instruction to work as a Bus or Truck Mechanic. Apprentices are trained in the repairs and maintenance of heavy trucks, buses, and all types of diesel engines and their operating condition. San Joaquin Delta College provides the classroom training for this program and requires that students read at proficiency level II for enrollment in the apprenticeship classes.

ASSESSMENT CODES

California Occupational Guide #251

Specific Vocational Preparation = 7.0 (2 to 4 years)

	RML		G V N S P Q K F M E C
GED:	4 3 3	APTITUDES:	3 3 3 3 3 4 3 3 2 4 4

INTERESTS: Mechanical

GOE Code: 05.05.09

BUS DRIVERS

DOT Code:

913.463-010

913.363-010

913.663-014

TITLE

BUS DRIVER

BUS DRIVER - DAY-HAUL OR CHARTER

MOBILE -LOUNGE DRIVER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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4 FIRMS RESPONDING

OES Code: 971080

Reason for Limited Survey:

This occupation is being treated as a limited survey occupation because the number of employing organizations was known to be too small for it to be treated as a full survey occupation. However, its similarity to other occupations such as school bus driver or light truck driver may make it a good occupational opportunity for individuals with the proper skills and qualifications. The information reported here was gathered from the employers as well as other individuals familiar with the occupation and employment trends.

DESCRIPTION

Bus Drivers drive buses to transport passengers over specified routes to local distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Please do not include School Bus Drivers.

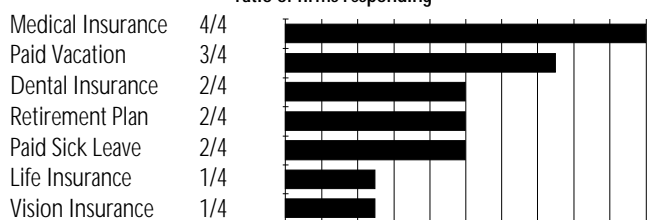
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 8.50 - \$ 8.50	\$ 8.50
Experienced/ New to Firm:	\$ 7.00 - \$ 9.50	\$ 8.60
3+ Yrs. Experience with Firm:	\$ 8.00 - \$15.00	\$14.96

69% of employment and 25% of the employers are in this sample are unionized.

BENEFITS

ratio of firms responding



Most employers hire on-call positions for this occupation. However, on-call positions account for only 17% of the employees in this sample.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	230 – small
Growth Rate (per yr.):	0.0%/year, stable
Job Growth (92-99):	0
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty finding experienced applicants who meet their hiring qualifications, and no difficulty finding inexperienced applicants. Both turnover and growth create new job opportunities in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	48%	9030
School Buses	24%	4151
Bus Charter Service, Except Local	12%	4142

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Most employees in the sample have not received vocational training in this occupation.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 24 months or more prior experience as a bus driver, school bus driver or truck driver. Some employers will substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Map reading skills
Knowledge of local streets
Ability to administer emergency first aid
Automotive maintenance and minor repair skills

Physical:

Ability to lift at least 40 lbs., repeatedly

Personal:

Ability to handle crisis situations
Public contact skills
Ability to work independently
Ability to exercise patience
Ability to interact well with others
Ability to learn from on-the-job training
Ability to work under pressure
Possession of a good DMV driving record
Willingness to work on-call

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

OCCUPATIONAL MOBILITY

Some employers report promoting into this occupation from positions such as dispatcher and mechanic.

Most employers hire through newspaper advertisements, and some from EDD or unsolicited walk-ins. Some will also promote in-house.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
0	10	10	0	0	0	0

VOCATIONAL TRAINING: *Recent hires have not completed training*

30 days	3	6	9	12	18	24	36	48	60
0	0	0	0	0	0	0	0	0	0

EXPERIENCE: Bus Driver

30 days	3	6	9	12	18	24	30	36	42	48
0	0	0	0	0	0	10	10	10	0	0

BUS DRIVERS

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS:NA

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Average time to complete program:	3 months
Approximate cost to enroll:	\$ 10.00
Other fees:	none
Program Requirements:	Average "C" or better
Prerequisites:	None
Open entry/ Open exit:	no
What is received upon completion:	Certificate
Target students:	Manteca U.S.D. adult residents
OES Code:	971110

Specific Vocational Preparation = 4 (3 to 6 months)

GOE Code: 09.03.01

... (209) 953-4256.
... (209) 831-5034.

BUS DRIVERS - SCHOOL

DOT Code:
913.463-010

TITLE
BUS DRIVER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 971110

DESCRIPTION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 8.50 - \$ 9.75	\$ 8.68
Experienced/ New to Firm:	\$ 8.75 - \$10.25	\$ 9.01
3+ Yrs. Experience with Firm:	\$ 9.25 - \$11.25	\$ 9.84

92% of the employment in this sample is unionized. 53% of the employers are unionized. 37% of the employment in this sample is part-time.

Most employers hire part-time positions. Part-time workers in this occupation work approximately 25 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	13/14	93%
Paid Sick Leave	13/14	93%
Medical Insurance	12/14	86%
Dental Insurance	12/14	86%
Retirement Plan	12/14	86%
Vision Insurance	10/14	71%
Life Insurance	9/14	64%

Part-time employees receive many of the same benefits as full-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	290 – medium
Growth Rate (per yr.):	1.1%, slower than average
Job Growth (92-99):	20
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report great difficulty finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring qualifications. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	70%	8211
School Buses	26%	4151

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent, and many have completed vocational training or an approved bus driver education program.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 24 months or more prior experience as a bus driver, school bus driver or truck driver, but will usually substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

- Possession of a valid Class B driver's license
- Ability to administer emergency first aid
- Knowledge of local streets
- Ability to perform CPR
- Map reading skills

Personal:

- Possession of a good DMV driving record
- Ability to work under pressure
- Ability to exercise patience
- Ability to handle crisis situations
- Ability to work independently
- Ability to learn from on-the-job training
- Ability to interact well with others
- Willingness to work with close supervision

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions
- Oral communication skills
- Ability to write legibly

OCCUPATIONAL MOBILITY

Some employers report promoting into this position from positions such as teacher aid if properly trained or certificated, and many promote from this occupation into higher ranking occupations such as dispatcher or supervisor.

Some employers hire new applicants through school training programs or EDD, and most report hiring through newspaper advertisements.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING:

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Bus Driver - School

30 days	3	6	9	12	18	24	30	36	42	48
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BUS DRIVERS - SCHOOL

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

Certificate: None available at SJDC.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

No related training programs offered at this time by local ROP programs.

OTHER TRAINING PROGRAMS:NA

No other training programs available at this time.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Bus Driver Education

Average time to complete program: 3 months
Approximate cost to enroll: \$ 10.00
Other fees: none
Program Requirements: Average "C" or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 971110

This class includes state required instruction necessary for school bus driving certification. Community First Aid (including CPR and Standard First Aid) will also be taught as part of this class.

See also:

Stockton Adult School, Stockton
Tracy Adult School, Tracy

... (209) 953-4256.
... (209) 831-5034.

ASSESSMENT CODES

California Occupational Guide #251

Specific Vocational Preparation = 4 (3 to 6 months)

	RML		G V N S P Q K F M E C
GED:	3 2 2	APTITUDES:	3 3 4 3 4 4 3 4 3 3 4

INTERESTS: Accomodating

GOE Code: 09.03.01

BUTCHERS & MEAT CUTTERS

DOT Code:

316.681-010

316.684-018

316.684-022

TITLE

BUTCHER, MEAT

MEAT CUTTER

MEAT CUTTER APPRENTICE

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 650230

DESCRIPTION

Butchers and meat cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Please do not include butchers working in slaughtering.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.25- \$ 8.00	\$ 6.50
Experienced/ New to Firm:	\$ 4.25- \$ 14.00	\$ 8.35
3+ Yrs. Experience with Firm:	\$ 5.50- \$ 14.50	\$ 12.00

Some employers hire for part-time positions. Part-time employees work an average of 25 hours per week. 22% of employment in this sample is part-time. Some employers are unionized and pay wage rates toward the top of the above ranges.

BENEFITS

ratio of firms responding

Medical Insurance	10/11	100%
Paid Vacation	9/11	82%
Paid Sick Leave	8/11	73%
Dental Insurance	8/11	73%
Retirement Plans	8/11	73%
Life Insurance	6/11	55%
Vision Insurance	5/11	45%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	450 – medium
Growth Rate (per yr):	-0.3%, decline
Job Growth (92-99):	- 10
Separations (92-99):	90

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring inexperienced applicants who meet their hiring standards but some difficulty finding experienced applicants.

Many employers report recruiting employees to this occupation from in-house transfers and hiring unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
Grocery Stores	62%	5411
Poultry & Poultry Products	18%	5144
Eating Places	9%	5812
Meat & Fish Markets	5%	5421
Meat & Meat Products	5%	5147

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most new hires have completed high school or the equivalent. Most new hires have not completed vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 3-12 months prior experience as a meat cutter.

VERY IMPORTANT SKILLS

Physical:

Good eye hand coordination
Ability to stand for prolonged periods
Ability to lift at least 60 pounds
Manual dexterity

Technical:

Knowledge of meat carving

Personal:

Willingness to work under close supervision
Ability to work independently

Basic:

Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Physical:

Ability to pass a pre-employment examination

Technical:

Cash handling skills
Inspecting skills
Ability to write legibly

Basic:

Good color perception

Personal:

Ability to perform basic math computations

OCCUPATIONAL MOBILITY

FROM

TO

	Department Manager
	Supervising Butcher
	Butcher, Meat Cutter
	Meat Clerk (Apprentice Butcher)
Packer	

Most employers promote into this occupation from positions such as grinder, packer, meat weigher, meat clerk or counter clerk.

Many employers report opportunities for employees in this occupation to be promoted into positions as head meat cutter, supervisor or department manager.

RESTAURATION:												
<div><div></div><div>Less than H.S. (NA)</div><div>H.S. Diploma</div><div>1 yr.</div><div>2 yr. (AA)</div><div>3 yr.</div><div>4 yr. (BA)</div></div>												
NON-CERTIFICIAL TRAINING: NA												
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>42</div><div>48</div></div>												
EDUCATIONAL: Butcher/Meat Cutter												
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>42</div><div>48</div></div>												

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: None available at SJDC

TOP Code: 300200

Although SJDC offers no certificate for this occupation, there are related classes of instruction in accordance with the California Apprenticeship Law. Classes cover instruction in related technical areas of the trades and are intended to complement the skills learned on the job. Information on how to become an apprentice may be obtained from the Stockton Office of the Division of Apprenticeship Standards, 31 E. Channel St, Room 408, Stockton, Ca. 95202, or San Joaquin Delta College, Apprenticeship Office, Holt Center 133, 5151 Pacific Avenue, Stockton, Ca. 95207. Apprentices should be working full time at an occupation directly related to the class for hands-on training. Students other than apprentices should contact the Apprenticeship Office, Holt 1343, **(209) 474-5236**, for enrollment information.

APPRENTICESHIP PROGRAMS

UFCW Local #588
2200 Professional Drive
Roseville, CA. 95611
(916) 786-0588

Meatcutter

Average time to complete program: 30 months
Approximate cost to enroll: No registration fee
Other fees: \$250.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility & coordination
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: H.S. graduates
OES Code: 650230

This program trains in the preparation of meat for sale. Specifically, students receive classroom training in customer service skills, use of scales, and basic math. Students also receive "on-the-job" training. Students who complete the program qualify to work as a meatcutter in retail markets or butcher shops.

BUTCHERS & MEAT CUTTERS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5100

Meat Processing

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Background in agriculture is helpful
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11 12, and adults
OES Code: 650230

This course is designed for students seeking entry-level employment as a butcher, meat cutter. Meat processing techniques including slaughtering, meat cutting, wrapping, meat curing, sausage making, and the use of meat processing tools. Beef, pork, and lamb are actually processed to gain skills needed for possible employment.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #218

Specific Vocational Preparation: 6.0 (12 to 24 months)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	2		3	4	4	3	3	4	3	3	2	5	4

INTERESTS: Mechanical

GOE Code: 05.10.08

CABINETMAKERS & BENCH CARPENTERS

DOT Code:
660.280-010
660.280-014

TITLE
CABINETMAKER
CABINETMAKER APPRENTICE

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 893110

DESCRIPTION

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$4.25- \$7.50	\$ 5.50	\$ 5.75 - \$ 9.00	\$ 8.13
Experienced/ New to Firm:			
\$5.75- \$10.50	\$ 7.75	\$ 6.75 - \$20.75	\$13.25
3+ Yrs. Experience with Firm:			
\$7.50 - \$15.25	\$11.50	\$16.00 - \$20.75	\$16.83

BENEFITS

ratio of firms responding

Paid Vacation	15/15	
Medical Insurance	11/15	
Retirement Plans	8/15	
Dental Insurance	6/15	
Life Insurance	4/15	
Paid Sick Leave	3/15	
Vision Insurance	1/15	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	270 – medium
Growth Rate (per yr.):	1.8%, faster than average
Job Growth (92-99):	30
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, but little difficulty finding inexperienced applicants who meet their hiring standards. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Millwork	34%	2431
Upholstered Household Furniture	18%	2512
Wood Kitchen Cabinets	15%	2434
Residential Construction, NEC	9%	1522
Furniture Stores	7%	5712

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report recent new hires have completed high school or the equivalent. Many employers report that recent hires have had vocational training up to two years or more. Some report that recent hires have completed a formal apprenticeship program.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 to 48 months prior experience as a cabinetmaker, or related experience in wood machining, furniture finishing or related fields. Most employers report that they will sometimes substitute training for experience, and many usually also require prior training.

VERY IMPORTANT SKILLS

Physical:

Ability to lift at least 50 lbs.

Technical:

Finish carpentry skills

Ability to write legibly

Personal:

Ability to interact well with others

Willingness to work with close supervision

Ability to work independently

Basic:

Ability to follow oral instructions

Ability to read and follow instructions

Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to set up woodworking machines

Ability to read working drawings

Shop math skills

Ability to work with formica

Ability to read blueprints

Completion of certified apprenticeship program

OCCUPATIONAL MOBILITY

FROM

TO

Foreman/Supervisor

Journeyman Cabinetmaker

Apprentice Cabinetmaker

Clean-up/Helper

Some employers report promoting workers into this position from positions such as helper, laborer or deliveryman, and promote to positions such as installer or foreman, often having supervisory responsibilities. Many employers hire through union hall and current employee referrals.

CABINETMAKERS & BENCH CARPENTERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Mill Cabinet Technology

Average time to complete program: 35-39 units
Approximate cost to enroll: \$455-\$507*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 893110
Gov. program classification/code: 095250

This program provides training in the skills necessary to enter the mill cabinet field trade. Program focuses on familiarizing the students with basic components of cabinet construction.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Mill Cabinetry

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 893110

The Mill Cabinet course teaches students the construction and finishing of cabinets and furniture. Teaching also includes milling process.

APPRENTICESHIP PROGRAMS

San Joaquin Area Mill Cabinet & Trade Advisory Committee
5151 Pacific Avenue
Stockton, CA. 95207
(209) 931-9375

Mill and Cabinet Maker

Average time to complete program: 48 months
Approximate cost to enroll: No Fee
Other fees: \$750.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility and coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. graduates
OES Code: 893110

The Mill Cabinet apprenticeship program instructs students in layout, fabrication, cutting, shaping, assembling, and installing wood, lumber, and plastic products. Students who successfully complete the program can work as a Mill and Cabinet Maker in planing mills, mill work, and cabinet shops. This class is available through San Joaquin Delta College.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Cabinet Making/Beginning

Average time to complete program: 3 months
Approximate cost to enroll: \$ 10.00
Other fees: \$ 10.00 lab fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 893110

This course is designed to provide students with beginning vocational skills in the field of woodworking.

ASSESSMENT CODES

California Occupational Guide #23

Specific Vocational Preparation: 6.0 (12 to 24 months)

R M L	G V N S P Q K F M E C
GED: 4 4 3	APTITUDES: 3 3 3 3 3 3 3 4 4

INTERESTS: Mechanical

GOE Code: 05.05.08

CARPENTERS



DOT Code:
860.381-022
860.381-026
860.381-046

TITLE
CARPENTER
CARPENTER APPRENTICE
FORM BUILDER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

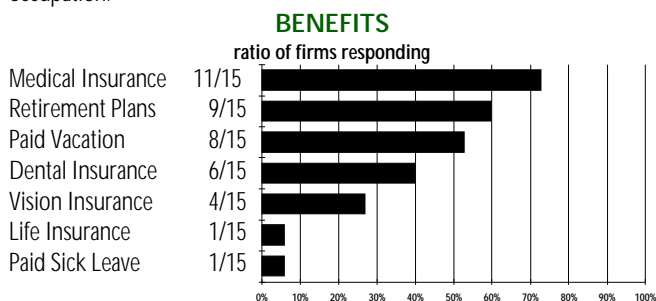
Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 7.00 - \$15.00	\$ 8.41
Experienced/New to Firm:	\$12.00 - \$20.00	\$13.41
3+ Yrs Experience with Firm:	\$14.00 - \$21.50	\$20.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$10.00	\$ 8.00
Experienced/New to Firm:	\$10.00 - \$21.00	\$13.41
3+ Yrs Experience with Firm:	\$10.00 - \$23.00	\$16.25

Some employers are union and pay at or above the medians for this occupation.



Most employers offer benefits to their employees, and pay the full cost of benefits. Some employers share benefit cost with employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	800 – large
Growth Rate (per yr.):	0.4%, slower than average
Job Growth (92-99):	20
Separations (92-99):	110

SUPPLY/DEMAND ASSESSMENTS

Most employers find some difficulty to finding experienced applicants who meet their hiring standards, but little difficulty finding inexperienced applicants. Most firms indicate that employment in this occupation will grow over the next three years. Some subcontract work out to other firms.

WHERE THE JOBS ARE

	Percent	SIC
Single Family Housing Constuction	39%	1521
Nonresidential Construction, NEC	16%	1542
Local Government	9%	9030
Carpentry Work	8%	1751
Residential Construction, NEC	5%	1522

15 FIRMS RESPONDING

OES Code: 871020

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employers indicate that employees in this occupation have a high school diploma or its equivalent. Some employers require applicants in this occupation to complete a 48 month apprenticeship program.

EXPERIENCE & OTHER REQUIREMENTS

Most employers usually require 12-48 months of experience as a carpenter, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to use hand tools accurately
Ability to use power tools
Finish carpentry skills
Ability to climb to high places
Rough carpentry skills
Knowledge of safe equipment operating practices
Ability to read blueprints
Knowledge of hazardous materials
Ability to do strenuous, physical demanding work

Physical:

Ability to lift at least 50 lbs.
Possess agility and coordination

Personal:

Ability to work independently
Possess good DMV driving record
Willingness to work with close supervision
Regular use of own reliable vehicle
Provide own hand tools
Ability to interact with others

Basic:

Ability to follow oral instructions
Ability to read and follow instructions

Most employers require that applicants be able to multiply and divide numbers as well as work with decimals and fractions. Many require a knowledge of geometry or other higher math.

OCCUPATIONAL MOBILITY

FROM

TO

Foreman/Superintendent
Journeyman Carpenter
Apprentice Carpenter
Laborer

Some firms report promoting to the occupation of carpenter from the position of general laborer or, for union employers, the position of apprentice carpenter. Most firms report promoting to the position of foreman or superintendent. Many employers recruit for this occupation through employee referrals and newspaper ads. Unionized employers recruit through union hiring halls. Many employers require a DMV check prior to employment.

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Carpentry Technology

Average time to complete program: 45 units
Approximate cost to enroll: \$ 585*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 871020
Gov. program classification/code: TOP/095210

This program prepares students for entry-level positions in the carpentry field by acquiring the knowledge of tools, materials, basic hand tools, operation, rough framing. Also, the student is taught how to read blueprints and estimating costs.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lincoln High School
6844 Alexandria Place
Stockton, CA. 95207
(209) 953-8932

Construction Technology

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: N/A
Prerequisites: Permission from counselor
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 983190

This course provides students with entry-level skills needed to gain employment in the construction industry. Instructional topics include; construction safety, blueprint reading, site preparation, materials, rough carpentry, roofing, plumbing, and electrical wiring. Instruction includes classroom theory and practical "on-the-job" experience.

See also:

Lodi Career Center, Lodi ... (209) 331-7616.
Tracy Joint Union High School, Tracy ... (209) 831-5095.
Lindbergh Ed. Center/Manteca, Manteca ... (209) 825-3100.

APPRENTICESHIP PROGRAMS

Delta Yosemite Carpenters J.A.T.C.
4421 Pell Drive
Sacramento, CA. 95838
(916) 925-7797

Carpenter

Average time to complete program: 48 months
Approximate cost to enroll: No Fee
Other fees: None
Program requirements: Successful completion
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: 17 years and older
OES Code: 871020

Delta Yosemite Carpenters offers this program to adults interested in working as carpenters. Training is located in Sacramento. It focuses on teaching students the latest techniques involved in the construction of residential, commercial, and industrial structures.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Cabinet Making/Beginning

Average time to complete program: 3 months
Approximate cost to enroll: \$ 10.00
Other fees: \$ 10.00 lab fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 893110

This course is designed to provide students with beginning vocational skills in the field of woodworking.

ASSESSMENT CODES

California Occupational Guide #31

Specific Vocational Preparation: 7.0 (2 to 4 years)

GED: R M L G V N S P Q K F M E C
4 3 3 3 3 3 3 3 3 3 3 3 3 4

INTERESTS: Mechanical

GOE Code: 05.05.02

CARPET INSTALLERS

DOT Code:
864.381-010

TITLE
CARPET INSTALLER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 876020

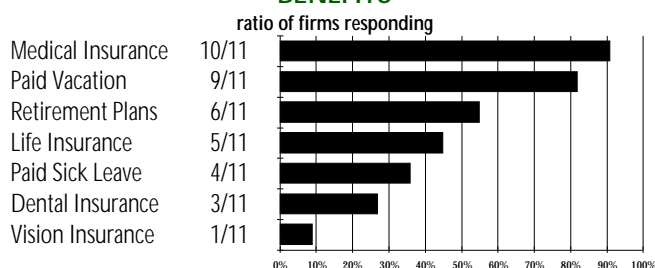
DESCRIPTION

Carpet Installers lay carpets or rugs in homes or buildings. Please do not include workers who lay only linoleum.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.00 - \$ 6.00	\$ 5.75	\$ 4.75 - \$10.25	\$ 6.50
Experienced/ New to Firm:			
\$ 7.50 - \$16.50	\$10.25	\$16.75 - \$17.00	\$17.00
3+ Yrs. Experience with Firm:			
\$11.50 - \$19.50	\$13.50	\$19.00 - \$24.25	\$21.00

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	80 – small
Growth Rate (per yr.):	0.0%, stable
Job Growth (92-99):	0
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report great difficulty finding experienced applicants who meet their hiring standards but find little difficulty finding inexperienced applicants who meet their standards. Turnover creates most employment opportunities.

Most new hires are recruited through current employee referrals and many through union halls referrals.

WHERE THE JOBS ARE

	Percent	SIC
Floor Covering Stores	51%	5713
Floor Laying & Floor Work, NEC	43%	1752

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent new hires have completed high school or the equivalent, although some report that recent new hires have less than high school. However, some employers report that recent new hires have had 12 to 24 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 to 36 months of prior work experience as a carpet installer although some will substitute work as a carpet installer helper or vinyl installer, or prior training.

VERY IMPORTANT SKILLS

Physical:

Ability to kneel for extended periods of time
Ability to lift at least 100 lbs

Technical:

Ability to use and read a tape measure
Shop math skills
Ability to use hand tool
Carpet laying skills
Surface preparation skills
Ability to make patterns
Ability to interact well with others
Ability to write legibly

Personal:

Possess good DMV driving record
Customer service skills
Ability to work independently
Willingness to work with close supervision

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills

OCCUPATIONAL MOBILITY

FROM

TO

Contractor, Supervisor

Carpet Installer

Installer's Assistant/Helper

Some employers report opportunities for promotion from this occupation to occupations involving supervisory responsibilities, such as foreman or supervisor, or into positions as salespersons.

RECAPITULATION										
Less than H.S. (GED) H.S. Diploma 1 yr. 2 yrs. (AA) 3 yrs. 4 yrs. (BA)										
REGISTRATIONAL TRAINING: 24 hours (includes 6 hrs. of instruction)										
30 days	3	6	9	12	15	24	30	36	42	60
OCCUPATIONAL: Carpet Installers (Installation) yrs										
30 days	3	6	9	12	15	24	30	36	42	48

SAN JOAQUIN DELTA COMMUNITY COLLEGE:NA

Certificate: None available at SJDC

Top Code: 095200

APPRENTICESHIP PROGRAMS

Sacramento Carpet, Linoleum, & Soft Tile Layers J.A.T.C.
2840 El Centro Road, Room 105
Sacramento, CA. 95833
(916) 921-1118

Carpet, Linoleum & Soft Tile

Average time to complete program: 48 months
Approximate cost to enroll: No Fee
Other fees: \$1,000.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility and coordination
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: H.S. (GED) graduates
OES Code: 876020

This program consists of instructing students in methods of covering walls, floors, and counter tops. It also trains students to measure, cut, and cement materials. Students who successfully complete this program qualify to work as apprentice level Carpet Installers. Applications are accepted through appointments only. Call for further information.

CARPET INSTALLERS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

No related training programs offered at this time by local ROP programs.

ADULT SCHOOL COURSES:NA

No related training programs available at local adults schools.

ASSESSMENT CODES

California Occupational Guide #383

Specific Vocational Preparation: 7.0 (2 to 4 years)

	R	M	L				G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	2				3	3	3	3	4	3	3	3	5	3	

INTERESTS: Mechanical

GOE Code: 05.10.01

CASHIERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

WAGES/BENEFITS

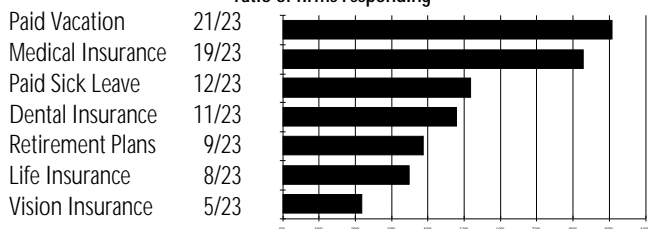
	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 7.00	\$ 4.75
Experienced/ New to Firm:	\$ 4.75 - \$10.50	\$ 5.50
3+ Yrs. Experience with Firm:	\$ 6.00 - \$12.00	\$ 7.25

Some employers are unionized and pay at or above the high end of the above ranges.

Most employers have more than one shift. Part-time employees work an average of 26 hours per week. 53% of employment in this sample is part-time. Most part-time workers employed by the employers in the sample do not receive benefits.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	4,040 – very large
Growth Rate (per yr.):	3.0%/year, much faster than average
Job Growth (92-99):	710
Separations (92-99):	1,160

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring qualifications, but little difficulty finding inexperienced applicants. Both turnover and growth create new job opportunities for workers in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Grocery Stores	31%	5411
Eating Places	14%	5812
Gasoline Service Stations	10%	5541
Drug Stores & Propriety Stores	8%	5912
Photofinishing Laboratories	5%	7384
Video Tape Rental	3%	7841

DOT Code:

211.362-010
211.462-010
211.462-014
211.462-026
211.467-010
211.467-034

TITLE

CASHIER I
CASHIER 2
CASHIER-CHECKER
CHECK CASHIER
CASHIER, COURTESY BOOTH
CHANGE PERSON

32 FIRMS RESPONDING

OES Code: 490230

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Most have not had prior vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers hire applicants with 3 to 12 months prior experience as a cashier, but some will accept 6 months or more experience in a related position such as counter clerk or other clerical position or position involving the handling of money.

VERY IMPORTANT SKILLS

Physical:

Ability to stand continuously for 2 or more hours

Technical:

Cash handling skills
Ability to operate a cash register
Ability to follow check cashing procedures
Ability to write effectively
Telephone answering skills

Personal:

Customer service skills
Public contact skills
Ability to work under pressure
Ability to work independently
Ability to perform routine, repetitive work
Willingness to work with close supervision
Basic math skills

Basic:

Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions
Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Assistant Manager

Head Cashier/Shift Supervisor/Leader

Cashier

Courtesy/Counter Clerk

Many employers hire through newspaper advertisements or employee referrals. Most will hire unsolicited walk-ins. Many promote in-house from positions such as baggers, stock or utility clerks, and most report promoting from cashier to higher ranking positions such as head cashier, bookkeeper or supervisor.

Union titles include Retail Clerks and Journeymen Food Clerk. Additional promotion titles include Head Clerk and Crew Leader. In eating establishments, cashiers can be promoted to Foodservers (Waiter, Waitress).

Less than H.S.	Cash	H.S. Diploma	1 yr.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)
VOCATIONAL TRAINING:						
30 days	3	6	9	12	18	24
EMPLOYMENT: Cashier, Clerk & Retail Clerk						
30 days	3	6	9	12	18	24

CASHIERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Merchandising

Average time to complete program: 31-32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490112
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

General Merchandising

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 490110

General Merchandising is designed for those students interested in obtaining employment skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" training.

See also:

Woodruff Regional Occupational Center, Stockton

... (209) 953-4606

OTHER TRAINING PROGRAMS

Worldwide Educational Systems-Stockton and Modesto
555 W. Benjamin Holt Drive
Stockton, CA. 95207
(209) 951-1174

Customer Service Representative/Cashiering

Average time to complete program: 125-200 hours
Approximate cost to enroll: \$1,450 - \$2,250
Other fees: None
Program requirements: "C" average or better
Prerequisites: Entrance Assessment
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: 18 years or older; re-entry populations
OES Code: 490230

Worldwide Educational Services offers this program to students who are interested in working in customer service positions in retail, financial services or in the service industry.

ASSESSMENT CODES

California Occupational Guide #31

Specific Vocational Preparation: 3.2 (30 days to 3 months)

RML	G V N S P Q K F M E C
GED: 433	2 2 2 4 3 2 2 2 3 5 4

INTERESTS: Clerical

GOE Code: 07.03.01

CHILD CARE WORKERS

DOT Code:
359.677-010
355.674-010
359.677-018
359.677-026

TITLE
ATTENDANT, CHILDREN'S INSTIT.
CHILD CARE ATTENDANT, SCHOOL
NURSERY SCHOOL ATTENDANT
PLAYROOM ATTENDANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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18 FIRMS RESPONDING

OES Code: 680380

DESCRIPTION

Child Care Aides attend to children in schools, businesses, child care centers and similar settings in planning, organizing, and overseeing play, instructional and developmental activities, and a variety of tasks, such as dressing, feeding, and bathing.

WAGES/ BENEFITS

	<i>Range</i>	<i>Median</i>
Entry Level/No Experience:	\$ 4.25 - \$ 6.50	\$ 4.50
Experienced/New to Firm:	\$ 4.25 - \$ 7.50	\$ 5.00
3 + Yrs Experience with Firm:	\$ 5.00 - \$10.00	\$ 5.75

Almost half of all firms reported a 40 hour work week. Part time positions average 30 to 35 hours per week.

BENEFITS

Fringe benefits that are available to child care workers vary widely from employer to employer. Some employers offer vacation plans and health insurance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	350 – medium
Growth Rate (per yr.):	1.8%, faster than average
Job Growth (92-99):	40
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding both qualified and inexperienced and trained and experienced applicants. Employers anticipate employment stability or slow growth in this occupation. Nevertheless, job turnover will create many opportunities.

Population growth and greater female participation in the labor force may increase demand for child care workers in the future. Increased legislation towards employer provision of child care as an employee benefit may also increase the demand for child care aides.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Residential Care	33%	8361
Local Government	31%	9030
Individual & Family Services	12%	8322
Child Day Care Services	5%	8531

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Many employers will accept less than a high school education. Training and/or experience can come from child care development programs, college experience, recreational programs, family day care, or work as teacher's aide.

EXPERIENCE & OTHER REQUIREMENTS

Most employers hire applicants with 6 to 24 months of experience, but might also hire applicants with school training only. Most hire experienced or school trained applicants. Child Care Aides do not require a state credential.

VERY IMPORTANT SKILLS

Physical:

Standing for prolonged periods
Pass a pre-employment medical examination

Technical:

English grammar, spelling, and punctuation skills
Early childhood care certificate
Reading skills

Personal:

No police record
Require knowledge of care of preschool children
Math skills
Public contact skills
Ability to work under pressure

Basic:

Multi-cultural familiarity, Musical skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to speak a Southeast Asian language

OCCUPATIONAL MOBILITY

FROM

TO

Licensed Family Day Care Provider

Instructional Aide

Child Care Aide

COMBINED FOOD PREPARATION & SERVICE WORKERS

DOT Code:
311.472-010

TITLE
FAST-FOODS WORKER

16 FIRMS RESPONDING

OES Code: 650410

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Combined Food Preparation and Service Workers do both food preparation and food service. Please do not include workers who spend more than 80 percent of their time in only one of these two areas.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 5.25	\$ 4.25
Experienced/ New to Firm:	\$ 4.25 - \$ 6.50	\$ 4.25
3+ Yrs. Experience with Firm:	\$ 4.25 - \$ 8.00	\$ 5.25
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 5.25	\$ 4.25
Experienced/ New to Firm:	\$ 4.25 - \$ 6.50	\$ 4.50
3+ Yrs. Experience with Firm:	\$ 4.25 - \$ 8.00	\$ 5.00

Some employers report that workers in this occupation may also receive tips which bring their hourly rate to \$7.25/hr or more.

BENEFITS



Most employers also employ part time workers and many provide benefits similar to full time workers. Employers who provide benefits share the cost of benefits with employees. Full time workers average 35 hours per week. Part time workers average 25 hours per week.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,590 – very large
Growth Rate (per yr.):	2.9%, much faster than average
Job Growth (92-99):	270
Separations (92-99):	350

SUPPLY/DEMAND ASSESSMENTS

Most employers have hired during the past year, and report little difficulty finding both experienced and inexperienced applicants who meet their hiring standards. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Eating Establishments	88%	5812
Grocery Stores	8%	5411

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all recent hires among these employers have completed high school or the equivalent. Although some employers comment that recent hires have received vocational training, training is often provided on the job.

EXPERIENCE & OTHER REQUIREMENTS

Many employers usually require 3-6 months previous experience as cashier, server, host, cook or other related food service work, but usually substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to package and serve foods
Order taking skills, Knowledge of food preparations
Ability to make change

Physical:

Ability to stand for prolonged periods

Personal:

Public contact skills
Customer service skills
Ability to work rapidly
Ability to work independently
Willingness to work part-time or on call
Willingness to work with close supervision
Willingness to work evenings

Basic:

Ability to follow oral instructions
Ability to interact well with others
Ability to read and follow instructions
Ability to write legibly

Some employers comment that familiarity with computers, including computerized cash registers, is becoming increasingly important for workers in this occupation, as well as skills in salesmanship and the ability to related well to customers. Employers rate recent hires generally excellent in honesty, punctuality, clear communication and willingness to accept supervision. Recent applicants not hired have sometimes been deficient in punctuality and attendance, poor written and oral communication, and grooming.

OCCUPATIONAL MOBILITY

FROM

TO

Manager

Crew Leader/Assistant Manager

Combined Food Prep & Service Worker

Dishwasher, Busboy

In most cases this is an entry level position. However, many employers will promote into this occupation from positions such as dishwasher, busboy or hostess. Almost all report promoting from this occupation into higher ranking positions such as chef, crew or team leader, assistant manager or supervisor.

Almost all employers recruit for this position through employee referrals and newspaper adds, and will hire unsolicited walk-ins. Many report recruiting through in-house promotions, or through EDD or school or vocational training programs.

COMBINED FOOD PREPARATION & SERVICE WORKERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Basic Culinary Arts

Average time to complete program: 13 units
Approximate cost to enroll: \$ 169*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 650260
Gov. program classification/code: TOP/300210

The Basic Culinary Arts program is designed for students interested in working in the culinary arts industry as a career. Students will be prepared for employment in a variety of areas within this industry. Occupations include short order cook, institutional cook, or assistant restaurant manager.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #N/A

Specific Vocational Preparation: 2.0 (short demo to 30 days)

	RML		G V N S P Q K F M E C
GED:	222	APTITUDES:	4 4 4 4 4 3 3 3 3 5 5

INTERESTS: Accomodating

GOE Code: 09.04.01

COMMUNICATIONS, TRANSPORTATION, & UTILITY OPERATIONS MANAGERS

DOT Code: TITLE
 184.167-054 MANAGER, BUS TRANSPORTATION
 184.167-110 MANAGER, TRUCK TERMINAL
 184.167-162 SUPERINTENDENT, ELECTRIC POWER
 184.161-014 SUPERINTENDENT, WATER-AND-SEWER

San Joaquin PIC
DEMAND

San Joaquin PIC
QUALITY

San Joaquin PIC
TARGET

10 FIRMS RESPONDING

OES Code: 150230

DESCRIPTION

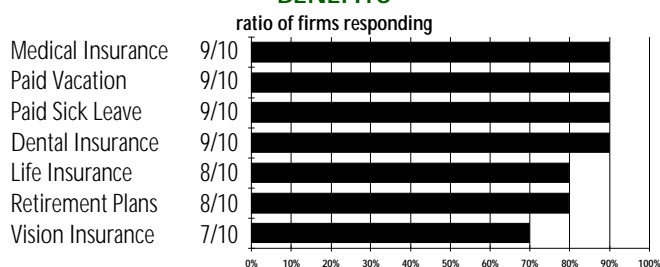
Communications, Transportation and Utilities Operations Managers plan, organize, direct, control, or coordinate management activities related to: (1) communications by telephone, telegraph, radio or television; (2) transporting people or goods by air, highway, railway, water or pipeline; (3) managing transportation facilities, such as airports, harbors or terminals; (4) managing warehousing and storage facilities; (5) supplying electricity, gas, water, steam, sanitation services. General Managers of large establishments or operations should be reported under General Managers and Top Executives.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ *	\$ *
Experienced/ New to Firm:	\$11.75 - \$19.25	\$12.00
3+ Yrs. Experience with Firm:	\$12.00 - \$21.00	\$15.30
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ *	\$ *
Experienced/ New to Firm:	\$ 8.00 - \$20.00	\$16.02
3+ Yrs. Experience with Firm:	\$11.50 - \$22.00	\$19.23

*Most employers do not hire inexperienced applicants into this occupation. Almost all employees in this occupation are full-time and work 40-45 hours per week.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	250 – medium
Growth Rate (per yr.):	.6%, slower than average
Job Growth (92-99):	10
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Most employers find it a little difficult to find experienced applicants who meet their hiring standards. Almost all employers expect that employment in this occupation will remain stable over the next three years.

WHERE THE JOBS ARE

	Percent	SIC
Trucking, Except Local	22%	4213
Local Trucking, Without Storage	12%	4212
Telephone Communications, Except Storage	9%	4813
General Warehousing and Storage	9%	4225
Local Government	7%	9030

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Many employees in this occupation have a bachelor's degree. Almost all have a high school diploma or its equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Almost all employers require 24-36 months of prior experience in this occupation or a technical function such as communications, field or plant operators.

VERY IMPORTANT SKILLS

Technical:

- Ability to analyze and solve problems
- Ability to analyze workflow processes
- Ability to plan and organize the work of others
- Knowledge of the technical aspects of subordinates' duties
- Office management skills
- Ability to interpret data
- Ability to explain and follow grievance procedures
- Ability to conduct a meeting
- Ability to conduct performance appraisals
- Group process skills
- Ability to interview others for information

Personal:

- Ability to interact with others
- Ability to set work priorities
- Ability to work under pressure
- Ability to motivate others
- Ability to manage a multicultural workforce
- Ability to manage unexpected situations or circumstances
- Ability to work independently
- Ability to manage multiple priorities
- Possession of mechanical aptitude
- Public contact skills
- Knowledge of the employing organization

Basic:

- Ability to read and follow instructions

Most employers seek applicants with computing skills including word processing, spreadsheets, and database management. Most employers rate recent hires in this occupation as excellent in punctuality, attendance and meeting deadlines.

OCCUPATIONAL MOBILITY

From

To

District Manager/Supervisor
 Communication, Transportation and Utilities Operators Managers
 Managers

Assistant Managers

Most individuals move into this occupation through in-house promotion from technical or lower ranking supervisory occupations such as administrative assistant or assistant manager. Most employers promote from this occupation to such positions as district manager or district supervisor.

Most employers require a drug test and medical physical as part of the application process.

COMMUNICATIONS, TRANSPORTATION , & UTILITY OPERATIONS MANAGERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Supervision & Management

Average time to complete program: 24-28 units
Approximate cost to complete: \$312 - \$364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510020
Gov. program classification/code: TOP/050630

This program prepares students to work as managers or supervisors in a variety of fields. A manager develops company or department policies, coordinates activities, and supervises and directs personnel to attain operational goals. Students enrolled in this program learn concepts and skills such as business math and law, techniques of supervision management, and the use of microcomputers enabling them to work as successful managers.

Please refer to Delta's Office Management and Administrative Assistant program for further information.

*Program costs are calculated at \$13 per unit for CA residents

ADULT SCHOOL COURSES: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

No related training programs offered at this time.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Business Management

Average time to complete program: 12 quarters
Approximate cost to complete: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 130140

The business management program has been developed to include a significant concentration in accounting providing the student with the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques.

Please refer to Humphrey's Administrative Assistant and Executive Office Administration program for further information.

See also:

M.T.I. Business College Inc., Stockton
Worldwide Educational Services, Stockton

...(209) 957-3030.
...(209) 951-1174.

ASSESSMENT CODES

California Occupational Guide #305

Specific Vocational Preparation=7.1 (2 to 4 years)

GED: RML 4 4 3 APTITUDES: GV N SPQ KF MEC
2 2 3 4 4 4 4 4 5 5

INTERESTS: Leading, Influencing

GOE Code: 11.12.04

COMPUTER OPERATORS

DOT Code:
213.362-010
203.582-054
203.362-018

TITLE
COMPUTER OPERATOR
TERMINAL OPERATOR
TERMINAL SYSTEM OPERATOR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Computer Operators monitor and control electronic computers to process business, scientific, engineering, and other data according to operating instructions. They may also control peripheral equipment such as tape or disk drives, or printers.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.75 - \$10.00	\$ 7.00
Experienced/New to Firm:	\$ 7.25 - \$14.00	\$10.30
3+ Yrs Experience with Firm:	\$ 8.75 - \$15.50	\$10.70
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.75 - \$10.25	\$ 7.20
Experienced/New to Firm:	\$ 7.00 - \$14.00	\$10.30
3+ Yrs Experience with Firm:	\$ 8.00 - \$15.50	\$11.75

8 of 19 (42%) of employers in this sample hire part-time. Part-time employment comprises 10% of the sample. Parttime employees work average 26 hours per week.

BENEFITS

ratio of firms responding

Medical Insurance	18/19	95%
Paid Vacation	18/19	95%
Dental Insurance	17/19	89%
Life Insurance	15/19	79%
Paid Sick Leave	15/19	79%
Vision Insurance	13/19	68%
Retirement Plans	12/19	63%

Most employers (12 of 19) cover the full cost of benefits. Many employers hire part-time employees and provide similar benefits. However, most part time employees share the cost of benefits with their employer.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	180 – small
Growth Rate (per yr.):	-2.4, decline
Job Growth (92-99):	-40
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding experienced applicants but little difficulty finding inexperienced applicants who meet their hiring standards. Turnover and growth both create job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	19%	9030
Accounting, Auditing & Bookkeeping	13%	8721
General Medical & Surgical Hospitals	9%	8062
State Commercial Banks	5%	6022
Savings Institutions, Except Federal	5%	6036

19 FIRMS RESPONDING

OES Code: 560110

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Many employers (9/19 or 47%) report that most recent hires have completed high school or equivalent, but some report that most recent hires have completed an AA degree. Many also report that recent hires have completed 12 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 to 12 months of experience as a computer operator but will sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to Operate Peripheral Equipment
Problem Solving Skills, Typing Skills
Knowledge of microcomputer hardware and operating systems

Personal:

Ability to Work Independently, Ability to Use Time Effectively
Ability to Work Under Pressure, Ability to Interact well with Others
Willingness to Work Nights, Weekends, & Holidays
Ability to Handle Crisis Situations

Basic:

Ability to Read & Follow Instructions
Oral Communications Skills, Basic Math Skills
Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Ability to use word processing software
Ability to write effectively, Ability to use database software
Knowledge of mainframe hardware and operating systems
Ability to Use Spreadsheet Software
Ability to use desktop publishing software

Physical:

Ability to stand continuously for 2 or more hours
Ability to lift 60 lbs. repeatedly

Personal:

Willingness to work with close supervision

Employers also indicated specific PC software knowledge such as WordPerfect, Microsoft Word & Excel, in addition to Database Programs that run on Mini/mainframe Computers.

OCCUPATIONAL MOBILITY

FROM

TO

Computer Programmer/Systems Analyst

Computer Operator

Data Entry Clerk/Receptionist

Many employers promote computer operators from lower ranking occupations such as data technician or various clerical occupations, and promote from this occupation into higher ranking occupations such technical analyst or operator supervisor.

68% of employers recruit through newspaper advertisements, 58% through employee referrals and 53% through in-house promotions. 37% will hire unsolicited walk-ins.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: 12 months or more

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Computer Operator

30 days	3	6	9	12	18	24	30	36	42	48
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COMPUTER OPERATORS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Computer Operations

Average time to complete program: 21-22.5 units
Approximate cost to enroll: \$273-\$293*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 560110
Gov. program classification/code: TOP/070302

Students are trained to operate a computer system, monitor programs during execution, and handle tapes and disks and recording data. The curriculum prepares the student for entry-level positions such as a network coordinator, computer systems service technician, and computer operator.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5095

Computer Operations

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: 10 Math units & Typing recommended
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
Oes Code: 560110

Students enrolled in this course learn how to work on spreadsheets (Lotus 1-2-3), data bases (dBase IV), DOS and a computer programming languages such as "BASIC", "C", or "Pascal". Students also learn about computer hardware - including various input, output, and auxiliary storage devices. Computer Operations can teach students entry-level skills to work as a Computer Operator.

See also:

Lindbergh Educational Center, Manteca

...(209) 825-3100.

OTHER TRAINING PROGRAMS

Worldwide Educational Services
555 W. Benjamin Holt Drive
Stockton, CA. 95207
(209) 951-1174

Computer Operator

Average time to complete program: 480 hours
* Approximate cost to enroll: No Fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Entrance assessment; some clerical knowledge
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: 18 years or older; re-entry population; students usually have work experience
OES Code: 560110

Worldwide Educational Services offers this program to students who are interested in working as entry-level computer operators. This program includes instruction in WordPerfect, Lotus 1-2-3, Desktop Publishing, Quatro Pro, Computerized Accounting, Electronic Payroll, Microsoft Word, Medical Manager, and other specialized software applications.

See also:

Heald Business College, Stockton
Computer Business College, San Jose
Computer Business College, Daly City

...(209) 477-1114.

...(408) 258-0986.

...(415) 755-9191.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Computer Literacy

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: \$ 10.00 lab fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 560110

This course is designed for beginning computer users seeking working knowledge of word processing, spreadsheets, and databases.

See also:

Tracy Adult School, Tracy

...(209) 831-5034.

ASSESSMENT CODES

California Occupational Guide #299

Specific Vocational Preparation = 6.0 (1 to 2 years)

GED: RML 4 2 3 APTITUDES: G V N S P Q K F M E C
3 3 3 3 3 3 2 3 3 4 5 5

INTERESTS: Clerical

GOE Code: 07.06.01

COMPUTER PROGRAMMERS, INCLUDING AIDES

DOT Code:
030.162-010
030.162-018
030.167-010

TITLE
COMPUTER PROGRAMMER
PROGRAMMER, ENGINEERING & SCIENTIFIC
CHIEF COMPUTER PROGRAMMER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

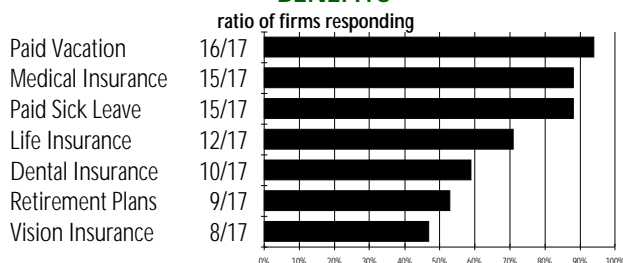
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.75 - \$16.00	\$10.38
Experienced/ New to Firm:	\$12.50 - \$22.50	\$16.16
3+ Yrs. Experience with Firm:	\$17.25 - \$21.75	\$20.76

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.25 - \$16.00	\$10.60
Experienced/ New to Firm:	\$10.50 - \$24.00	\$14.42
3+ Yrs. Experience with Firm:	\$14.50 - \$24.00	\$18.27

All employers hire full-time and all employees in this sample were full-time with 40 hour work weeks. 8 of 17 (47%) employers in this sample pay full benefits, while 7 of the remaining 9 employers (41% of the overall sample) share the cost with their employees.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	390 – medium
Growth Rate (per yr.):	.7%, slower than average
Job Growth (92-99):	20
Separations (92-99):	60

SUPPLY/DEMAND ASSESSMENTS

Many employers report some difficulty hiring experienced applicants but little difficulty hiring inexperienced applicants who meet their hiring standards. Turnover and growth both create occupational opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	16%	9030
Computer Related Services, NEC	8%	7379
Colleges & Universities	6%	8221
Semiconductors & Related Devices	4%	3674
Business Services, NEC	4%	7389
Savings Institutions, Except Federal	4%	6036

17 FIRMS RESPONDING

OES Code: 251051

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed AA or BA degrees in computer science, information processing, or related fields such as business administration. Some hire applicants with 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 months or more of prior experience as a Computer Programmer. A few large employers will accept a minimum of 12 months of experience and most smaller employers usually accept a minimum of 24 months.

VERY IMPORTANT SKILLS

Technical:

Ability to write, edit, and debug computer programs for business
Problem solving skills
Ability to write documentation of computer procedures
Ability to write effectively, Knowledge of machine language
Ability to apply database management principles
Knowledge of minicomputer hardware and operating systems
Ability to use fourth generation computer languages
Knowledge of mainframe hardware and operating systems

Physical:

Ability to concentrate for long periods of time

Personal:

Ability to work independently, Ability to interact well with others
Ability to work under pressure, Willingness to work with close supervision

Basic:

Ability to think logically, Ability to read and follow instructions
Oral Communications skills, Basic math skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to use assembly language, Statistical programming skills
Engineering programming skills, Certified training program completion
Ability to use COBOL, Scientific programming skills
Ability to use FORTRAN, Ability to use spreadsheet software

Some employers indicate that programmers have familiarity of UNIX hard-ware platforms and fourth generation database languages.

OCCUPATIONAL MOBILITY

FROM

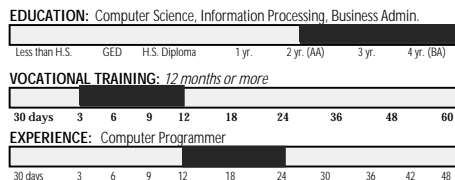
TO

Programmer Manager/Director
Systems, Programmer Analyst
Computer Programmer

Computer Operator

Some employers will promote into this position from lower ranking positions such as computer operator, and will promote from this position into higher ranking positions such as supervisor or database manager. Additional titles for this occupations include Programmer/Analyst.

82% of employers recruit through newspaper advertisements, 41% use employee referrals, and 29% also use in-house promotions.



COMPUTER PROGRAMMERS INCLUDING AIDES TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Computer Programming

Average time to complete program: 39 - 40.5 units
Approximate cost to enroll: \$507 - \$527*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 251050
Gov. program classification/code: TOP/070400

This program provides broad theoretical training in planning, programming, and analysis of data processing problems. It prepares the student for entry-level positions such as computer operator, computer programmer, or a computer repair person.
*Program cost is calculated at \$13 per unit for CA residents.

ADULT SCHOOL COURSES

The following courses do not necessarily prepare you for employment as a qualified Computer Programmer, however they do help to familiarize the student with the use of computers.

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Computer Literacy

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: \$ 15.00 lab fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 560110

This course is designed for beginning computer users seeking working knowledge of word processing, spreadsheets, and databases.

See also:
Tracy Adult School, Tracy ... (209) 831-5034.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

No related training available at this time.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Computer Management Information Systems

Average time to complete program: 12 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 251051

This program has been developed to prepare the manager with an understanding of the relationship and interaction between computers and other sources of information and the users of information. This course provides training in the use of computers, programming, and information systems, in the development, management, and communication of management information. It is appropriate for students wishing to pursue expertise and specialization in information systems as a career.

* Tuition fees subject to change.

See also:

<u>MTI Western Business College, Sacramento</u>	... (916) 339-1500.
<u>Heald Business College, Stockton</u>	... (209) 477-1114.
<u>CompuVista Business Institute, Sacramento</u>	... (916) 922-2000.
<u>Computer Business College, San Jose</u>	... (408) 258-0986.
<u>Computer Business College, Daly City</u>	... (415) 755-9191.

ASSESSMENT CODES

California Occupational Guide #81

Special Vocational Preparation: 7 (Over 2 yrs., up to 4 yrs.)

GED:	R M L	G V N S P Q K F M E C
	5 5 5	1 1 1 2 2 1 4 4 4 5 5

INTERESTS: Leading, Influencing

GOE Code: 11.01.01

COOKS – INSTITUTION OR CAFETERIA

DOT Code:
315.361-010
315.361-018
313.381-030
315.371-010

TITLE
COOK
COOK, PSYCHIATRIC HOSPITAL
COOK, SCHOOL CAFETERIA
COOK, MESS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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17 FIRMS RESPONDING

OES Code: 650280

DESCRIPTION

Institution or cafeteria cooks prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 8.50	\$ 5.92
Experienced/ New to Firm:	\$ 5.00 - \$ 8.50	\$ 6.50
3+ Yrs. Experience with Firm:	\$ 6.00 - \$10.25	\$ 7.65

Most large employers hire part-time positions in this occupation. Part-time staff average 17 hours per week while full-time staff average 40 hours per week. 47% of employment in this sample is part-time.

BENEFITS

ratio of firms responding

Medical Insurance	17/17	100%
Paid Sick Leave	17/17	100%
Dental Insurance	15/17	88%
Paid Vacation	15/17	88%
Life Insurance	11/15	73%
Vision Insurance	11/15	73%
Retirement Plans	8/15	53%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	530 – large
Growth Rate (per yr.):	0.3%, slower than average
Job Growth (92-99):	10
Separations (92-99):	110

SUPPLY/DEMAND ASSESSMENTS

Most employers report little or no difficulty finding inexperienced applicants who meet their hiring standards, but some or great difficulty finding experienced applicants. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	23%	8211
Skilled Nursing Care Facilities	15%	8051
State Government	14%	9020
General Medical & Surgical Hospital	12%	8062
Eating Places	11%	5812
Residential Care	8%	8361

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school or the equivalent. Some employers report hiring applicants with 3-12 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers hire applicants with 1-12 months of experience as an institutional or cafeteria cook, but some will accept experience as a short order cook or similar occupation as an acceptable substitute.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods
Ability to lift at least 30 pounds
Ability to tolerate high temperatures
Ability to pass a pre-employment physical

Technical:

Knowledge of institutional cooking
Knowledge of food preparation
Knowledge of menu planning
Ability to plan and organize the work of others
Knowledge of meat carving, Food baking

Personal:

Ability to read and follow instructions
Ability to work independently
Ability to interact well with others
Willingness to work with close supervision
Ability to perform basic mathematical computations

Basic:

Oral communication skills
Ability to work under pressure

MODERATELY IMPORTANT SKILLS

Technical:

Ethnic food cooking skills
Ability to use a computer terminal
Knowledge of food buying

Personal:

Willingness to work nights
Ability to write legibly, Effectively

OCCUPATIONAL MOBILITY

FROM

TO

Food Service Supervisor/Manager

Lead Cook/Dietary Supervisor

Cook-Institution or Cafeteria

Cafeteria Assistant

Most employers report recruiting employees for this occupation through in-house transfers and also through newspaper advertisements. Many use current employee referrals, and some report reported using the Employment Development Department or hiring unsolicited walk-ins.

EDUCATION:												
Less than H.S.	(GED)	H.S. Diploma	3 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
VOCATIONAL TRAINING:												
30 days	3	6	9	12	18	24	30	36	42	48		
WORKING: Instruction or On-the-job, Short Order Cook												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Dietetic Service Supervisor

Average time to complete program: 15 units
Approximate cost to enroll: \$195*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking skills required to be a dietetic service supervisor
OES Code: 325210
Gov. program classification/code: N/A

This certificate program prepares students for employment as dietetic service supervisors who oversee that food preparation is balanced according to set standards. Occupational information for this occupation, however, is not available at this time. Dietitian, although it requires more training, is an occupation a student can get into. The following information is taken from the Dietitian occupational guide.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS: NA

No related training programs available through local adult schools.

COOKS – INSTITUTION OR CAFETERIA TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #93

Specific Vocational Preparation: 6.0 (12 to 24 months)

	R	M	L				G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	2				3	4	4	4	3	4	4	3	5	4	

INTERESTS: Mechanical

GOE Code: 05.10.08

COOKS – RESTAURANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

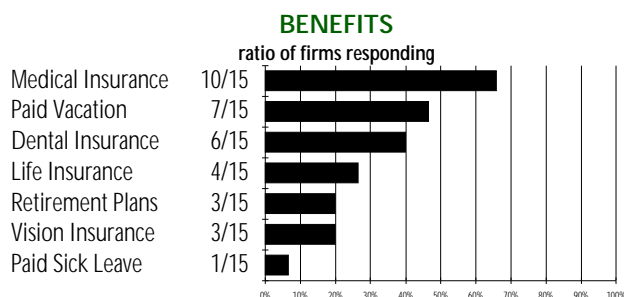
Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foods in restaurants. They may order supplies, keep records and accounts, price items on menu, or plan the menu.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 6.00	\$ 4.88
Experienced/ New to Firm:	\$ 4.50 - \$ 7.50	\$ 5.50
3+ Yrs. Experience with Firm:	\$ 5.50 - \$ 8.00	\$ 7.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 6.25	\$ 5.00
Experienced/ New to Firm:	\$ 4.50 - \$ 7.50	\$ 5.75
3+ Yrs. Experience with Firm:	\$ 5.75 - \$ 8.50	\$ 7.00

Most employers indicate more than one shift for this position. Half of the employment in this sample is part-time. Full-time employees in this occupation work between 32 to 40 hours per week and average 38 hours per week. Part-time employees work between 10 and 28 hours per week, with an average of 23.



Most employees in this occupations contribute, along with their employer, to their benefit plan. Most part-time employees do not receive any benefits and fringe benefits are limited (e.g. free meals, discounts on food items). Part-time employees with benefits may receive medical insurance and paid vacation, depending on the length of service and the level of responsibility.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,160 – very large
Growth Rate (per yr.):	5.2%, faster than average
Job Growth (92-99):	310
Separations (92-99):	200

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding both experienced and inexperienced applicants who meet their hiring standards. Turnover and growth both provide many job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Eating & Drinking Places	92%	5812

DOT Code:

313.361-014
313.361-018
313.361-030
313.381-022
315.361-022
313.361-034

TITLE

COOK
COOK, APPRENTICE
COOK/SPECIALTY, FOREIGN FOOD
COOK, BARBECUE
COOK, STATION
GARDE MANGER

15 FIRMS RESPONDING

OES Code: 650260

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Some report that most recent hires have completed at least one month of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually hire applicants with 3 to 5 months or more experience as a restaurant, short order or cafeteria cook, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand continuously for 2 or more hours
Ability to lift at least 30 lbs. repeatedly
Ability to taste and smell

Personal:

Ability to work under pressure
Willingness to work with close supervision
Ability to interact well with others
Willingness to work nights, Ability to work independently

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills, Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Ability to write effectively
Ability to plan and organize the work of others
Sauce making skills, Ability to follow purchasing procedures

Basic:

Basic math skills

OCCUPATIONAL MOBILITY

FROM

TO

Executive Chef

Restaurant Cook

Food Prep worker/Cook-Short Order

Bus Person/Dish Machine Operator

Most employers report promoting into this occupations from positions such as dishwasher, prep cook or food server. Advancement usually takes place in the form of a higher, more responsible position within the same restaurant, or at a larger or better establishment.

Experienced, creative all-around cooks with supervisory skills may eventually become Executive Chefs. Depending upon the establishment, some restaurant cooks may pursue advancement by specializing in sauces, meat carving, grill activities, or pastries and desserts. Occupational titles for supervisory positions include: Crew Chief, Kitchen Manager, Lead Cook, and Banquet Chef.

60% of employers report recruiting employees for this occupation through in-house transfers and 53% use newspaper advertisements. 47% use current employee referrals, and 27% report reported using the Employment Development Department or hiring unsolicited walk-ins.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING:

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Cooks - Restaurant

30 days	3	6	9	12	18	24	30	36	42	48
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COOKS – RESTAURANT

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Culinary Arts

Average time to complete program: 36 units
Approximate cost to enroll: \$ 468*
Other fees: Parking, book fees vary
Program requirements: Completion of 36 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking advanced culinary skills
OES Code: 650260
Gov. program classification/code: TOP/300210

This program is designed in a similar manner that the Basic program is structured. However, it provides students with advanced skills in culinary arts.

*Program cost calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #93

Specific Vocational Preparation: 3 (30 days to 3 months)

	R M L		G V N S P Q K F M E C
GED:	4 2 3	APTITUDES:	3 3 3 4 3 3 4 4 3 5 4

INTERESTS: Mechanical

GOE Code: 05.05.17

COOKS – SHORT ORDER

DOT Code:
313.361-022
313.671-010

TITLE
COOK, SHORT ORDER 1
COOK, SHORT ORDER 2

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 650350

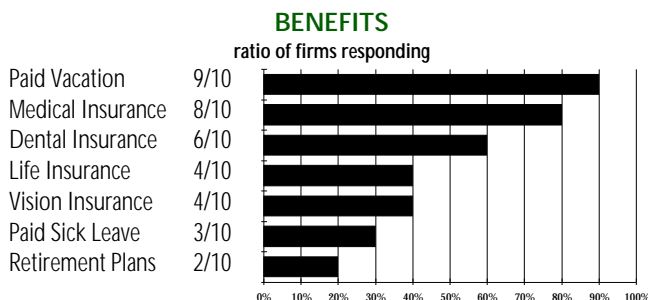
DESCRIPTION

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Please do not include cooks in fast food establishments.

WAGES/BENEFITS

	Range	Median
Entry Level/ No Experience:	\$ 4.35 - \$ 6.00	\$ 4.75
Experienced/New to Firm:	\$ 4.50 - \$ 7.50	\$ 6.00
3+ Yrs Experience with Firm:	\$ 5.75 - \$12.50	\$ 7.25

Many employers hire for part-time positions as well as full time. Fulltime positions average between 35 and 40 hours per week while parttime positions average between 15 and 30. 41% of the employment in this sample is parttime. Some employees receive tips. The above wages do not include tips.



Some employers offer benefits to part-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	400 – medium
Growth Rate (per yr.):	4.8%, faster than average
Job Growth (92-99):	100
Separations (92-99):	70

SUPPLY/DEMAND ASSESSMENTS

Employers report great difficulty finding experienced applicants who meet their hiring standards, especially for full-time positions, and some difficulty finding qualified inexperienced applicants. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	68%	5812
Grocery Stores	14%	5411
Drinking Places	7%	5813

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent new hires have completed high school or the equivalent, although many report hiring applicants with less than high school. Some employers report hiring applicants with 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 3 to 12 months prior experience as a short order cook for applicants, but most will also substitute prior training. Experience in other food preparation work or in other branches of retailing may serve as an acceptable substitute for many employers.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods
Ability to lift at least 30 lbs

Personal:

Willingness to work evenings
Knowledge of food preparation
Knowledge of fry cooking
Ability to work under pressure
Willingness to work with close supervision
Ability to work independently
Ability to interact well with others

Basic:

Ability to follow oral instructions
Ability to read and follow instructions, Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to operate a standard cash register
Ability to write legibly

Personal:

Ability to perform basic mathematical computations

Basic:

Public contact skills
Knowledge of food baking

OCCUPATIONAL MOBILITY

FROM

TO

	Executive Chef
	Restaurant Cook
Cook-Short Order	
Busperson/Dish Machine Operator	

Most employers will promote into this occupation from lower ranking positions as dishwasher or salad bar worker. Short order cooks may sometimes be transferred laterally into positions such as bartender, and most employers report promoting from this occupation to higher ranking occupations such as certified cook, crew supervisor or assistant manager.

EDUCATION:										
Less than H.S. (200) H.S. Diploma 3 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)										
VOCATIONAL TRAINING: Show employment only after successful training only										
30 days	3	6	9	12	15	24	30	36	42	48
EMPLOYMENT: Short Order Cook										
30 days	3	6	9	12	15	24	30	36	42	48

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Culinary Arts

Average time to complete program: 36 units
Approximate cost to enroll: \$ 468*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking advanced culinary skills
OES Code: 650260
Gov. program classification/code: TOP/300210

This program is designed in a similar manner that the Basic program is structured. However, it provides students with advanced skills in culinary arts.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS:NA

COOKS – SHORT ORDER

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #366

Specific Vocational Preparation = 3.5 (30 days to 3 months)

GED: RML 4 3 3 APTITUDES: G V N S P Q K F M E C
3 4 4 4 3 4 4 4 3 5 4

INTERESTS: Mechanical

GOE Code: 05.10.08

COOKS – SPECIALTY FAST FOOD

DOT Code:
313.361-026
313.381-014

TITLE
COOK, SPECIALTY
BAKER, PIZZA

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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19 FIRMS RESPONDING

OES Code: 650320

DESCRIPTION

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

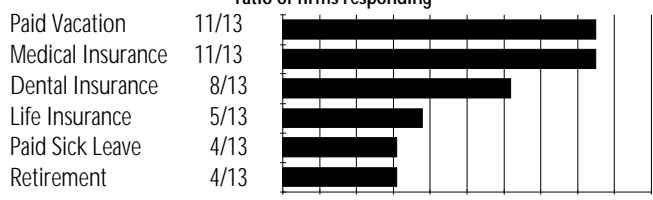
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 5.25	\$ 4.25
Experienced/ New to Firm:	\$ 4.25 - \$ 6.00	\$ 5.00
3+ Yrs. Experience with Firm:	\$ 5.00 - \$ 7.75	\$ 6.00

84% percent of all firms responding reported more than one shift for positions. Most hire part-time. Part-time employees average 22 hours per week. Full-time employees averaged 38 hours per week. 50% of the employment in this sample is full-time.

BENEFITS

ratio of firms responding



Although most employers report hiring part-time employees, benefits are primarily offered only to those working full-time.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	690 – large
Growth Rate (per yr.):	4.7%, faster than average
Job Growth (92-99):	170
Separations (92-99):	120

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding inexperienced applicants that meet their hiring standards, and some difficulty finding experienced applicants. Turnover generates most job opportunities.

Current employee referrals and unsolicited walk-ins account for most of the positions filled that aren't from within. Some employers report difficulty finding people to fill day and night shifts.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	99%	5812

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent hires have completed high school or the equivalent. Most employees have not completed vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require a minimum of two months of prior work experience in this occupation or that of a short order cook or food preparation worker. Most employers accept training as a substitute for experience in these occupations.

VERY IMPORTANT SKILLS

Technical:

Food preparation skills
Fry cooking skills

Physical:

Ability to stand continuously for 2 or more hours

Personal:

Ability to work under pressure
Ability to learn from on-the-job training
Ability to interact well with others
Ability to work independently
Willingness to work with close supervision
Willingness to work nights, Customer service skills

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of the employers organization
Food baking skills, Ability operate a cash register
Understanding of inventory techniques
Meat carving skills

Physical:

Ability to taste & smell
Ability to tolerate high temperatures

Personal:

Basic math skills

Basic:

Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Manager

Crew Leader/Shift Manager/Assistant Manager

Cook-Specialty/Fast Food

Dish Machine Washer Operator

Most employers promote employees into this occupation from lower ranking positions such as dishwasher or bus persons. Many report promoting Cooks to supervisory positions such as Lead Cook, Crew Leader, and Shift Supervisor.

EDUCATION:									
Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)			
160 CUMULATIVE TRAINING: 35 weeks of alternate opportunities									
30 days	3	6	9	12	15	24	30	36	48
160 CUMULATIVE TRAINING: 35 weeks of alternate opportunities									
30 days	3	6	9	12	15	24	30	36	48

COOKS – SPECIALTY FAST FOOD

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Basic Culinary Arts

Average time to complete program: 13 units
Approximate cost to enroll: \$ 169*
Other fees: Parking, book fees vary
Program requirements: Completion of 13 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 650260
Gov. program classification/code: TOP/300210

The Basic Culinary Arts program is designed for students interested in working in the culinary arts industry as a career. Students will be prepared for employment in a variety of areas within this industry. Occupations include short order cook, institutional cook, or assistant restaurant manager.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

OTHER TRAINING PROGRAMS:NA

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #366

Specific Vocational Preparation: 5 (Over 6 months, up to 12 months.)

GED: R M L APTITUDES: G V N S P Q K F M E C
3 2 2 3 4 4 4 3 4 3 3 3 5 4

INTERESTS: Mechanical

GOE Code: 05.10.08

CORRECTION OFFICERS & JAILERS

DOT Code:
372.677-018
372.377-010
372.367-014

TITLE
CORRECTION OFFICER
PATROL CONDUCTOR
JAILER

San Joaquin PIC DEMAND San Joaquin PIC QUALITY San Joaquin PIC TARGET



2 FIRMS RESPONDING

OES Code: 630170

Reason for Limited Survey:

This occupation is being treated as a limited survey occupation because the number of employing organizations was known to be too small for it to be treated as a full survey occupation. However, it is a very large occupation projected to grow fairly rapidly (see below). Therefore it can represent a good opportunity for employment for persons with the necessary skills or qualifications. The information reported below was gathered from employing organizations as well as from other "intermediaries" familiar with the trends associated with this occupation.

DESCRIPTION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other points, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$10.50 - \$11.25	\$10.67
Experienced/ New to Firm:	\$10.50 - \$11.25	\$10.67
3+ Yrs. Experience with Firm:	\$16.75 - \$19.50	\$16.83

Most employees and employers in this sample are unionized (civil-service system). Some employees work on-call. Full-time employees averaged 40 hours per week, on-call employees average 20 to 40 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	2/2	
Medical Insurance	2/2	
Paid Sick Leave	2/2	
Dental Insurance	2/2	
Retirement	2/2	
Vision Insurance	2/2	
Life Insurance	1/2	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,610 – very large
Growth Rate (per yr.):	3.6%/year, faster than average
Job Growth (92-99):	320
Separations (92-99):	100

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring qualifications, but no difficulty finding inexperienced applicants. Growth and turnover create job opportunities for new applicants.

WHERE THE JOBS ARE

	Percent	SIC
State Government	56%	9020
Local Government	44%	9030

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent, but have no prior vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers do not require prior experience. Applications for correctional officers cannot be accepted from persons with felony convictions.

VERY IMPORTANT SKILLS

Technical:

Record keeping skills
Ability to interview others for information
Ability to write effectively
Problem solving skills
Ability to plan and organize the work of others
Supervisory skills
Ability to administer emergency first aid

Physical:

Ability to pass a pre-employment medical examination
Ability to pass a physical performance test

Personal:

Understanding of a variety of cultures
Ability to read and comprehend information quickly
Ability to handle crisis situations
Ability to work independently
Ability to work under pressure
Ability to interact well with others
Willingness to work with close supervision
Basic math skills

Basic:

Ability to think logically
Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

While information sources were largely in agreement on the skills and qualifications listed above as they currently describe the occupation. There was disagreement over whether future trends would see increases or decreases in the skill requirements of correctional officers. Skill changes may depend on changes in correctional technology or the knowledge base associated with the occupation that presently are difficult to predict.

OCCUPATIONAL MOBILITY

FROM

Correctional Officer

TO

Correctional Sergeant, Lieutenant, Captain

Some employees of the employers surveyed may be promoted into this occupation from lower ranking occupations such as office assistant, and may be promoted to higher ranking positions in counseling or supervision.

Employers hire through newspaper advertisements, community organizations or listings with EDD.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING:

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Correctional Officer

30 days	3	6	9	12	18	24	30	36	42	48
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CORRECTION OFFICERS & JAILERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Correctional Science

Average time to complete program: 30 units
Approximate cost to enroll: \$ 390*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate or A.A.
Target students: Students seeking entry-level skills
OES Code: 630170
Gov. program classification/code: TOP/210520

Correctional Science is a program designed for students interested in the field of corrections. Correctional officers and supervisors are responsible for the custody and supervision of wards who are involved in work assignments and recreational activities at a local or state correctional facility.

*Program cost is calculated at \$13 per unit for CA residents.

Please refer to Delta's Law Enforcement program for additional information on training programs in Corrections.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES:NA

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

California Occupational Guide #220

Specific Vocational Preparation: 4 (3 to 6 months)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	2		3	3	4	4	3	4	3	4	3	5	5

INTERESTS: Protective

GOE Code: 04.02.01

COST ESTIMATORS

DOT Code:
169.267-038
221-482-014

TITLE
ESTIMATOR
LUMBER ESTIMATOR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 219020

DESCRIPTION

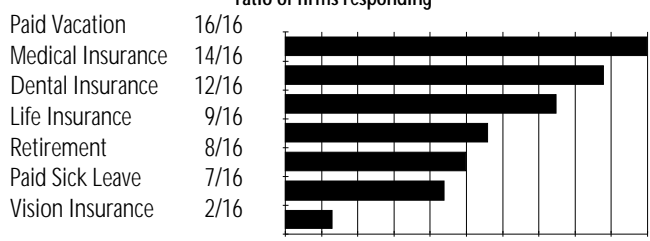
Cost Estimators prepare cost estimates for manufacturing of products, construction, projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 7.00 - \$14.50	\$10.00
Experienced/ New to Firm:	\$11.50 - \$22.75	\$16.83
3+ Yrs. Experience with Firm:	\$14.50 - \$26.50	\$22.00

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	260— medium
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	20
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, but little difficulty finding inexperienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
Single Family Housing Construction	10%	1521
Plumbing, Heating, & Air Conditioning	9%	1711
Electrical Work	8%	1731
Non-Residential Construction, NEC	7%	1542
Roofing, Siding, & Sheet Metal	5%	1761
Special Trade Contractors, NEC	5%	1799

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent hires have completed high school or the equivalent, or have AA degrees. Some report that recent hires also receive on the job training.

EXPERIENCE & OTHER REQUIREMENTS

Employers require 6 months or more of cost estimator experience, but some will substitute specific product or industry experience for experience in the occupation, or sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to read blueprints
Cost estimating skills
Understanding of building codes
Business math skills
Basic construction skills
Possess product knowledge
Analytical skills
* Ability to use spreadsheet software
Record keeping skills
Verbal presentation skills
Ability to write effectively
Computer literacy

Personal:

Ability to pay attention to detail
Ability to work independently
Ability to work under pressure
Ability to read and comprehend information quickly
Customer service skills
Willingness to work with close supervision

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

* Most employers report knowledge of Lotus 123™ or MS Excel™.

OCCUPATIONAL MOBILITY

Some employers report promoting into this occupation from lower ranking occupations which provide specific product or industry knowledge — e.g., electrical work, sheet metal fabrication.

Most employers report hiring through newspaper advertisements, and some from employee or union hall referrals, private employment agencies, EDD listings, or unsolicited walk-ins.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: *Training is usually on the job*

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Cost Estimator

30 days	3	6	9	12	18	24	30	36	42	48
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COST ESTIMATORS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

No programs available at this time.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Business Mangement

Average time to complete program: 12 quarters
Approximate cost to enroll: * \$ 1,568.00
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. degree
Target students: Adults
OES Code: 130140

This program has been developed to include a significant concentration in accounting providing the student the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneur general management techniques.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #: NA

Specific Vocational Preparation: 7 (2 to 4 years)

GED: R M L G V N S P Q K F M E C
4 4 4 2 3 2 3 3 3 4 4 4 5 5

INTERESTS: Mechanical

GOE Code: 05.03.02

COUNTER & RENTAL CLERKS

DOT Code:

249.362-010
295.467-026
295.357-010
295.357-014
295.367-026

TITLE

COUNTER CLERK
AUTOMOBILE RENTAL CLERK
APPAREL RENTAL CLERK
TOOL & EQUIP. RENTAL CLERK
STORAGE FACILITY RENTAL CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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17 FIRMS RESPONDING

OES Code: 490170

DESCRIPTION

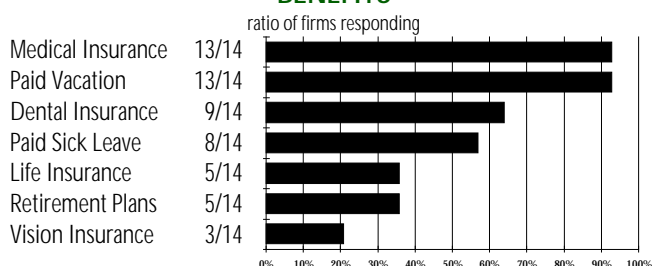
Counter and rental clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 7.25	\$ 4.75
Experienced/ New to Firm:	\$ 4.25 - \$ 8.75	\$ 5.00
3+ Yrs. Experience with Firm:	\$ 5.75 - \$11.50	\$ 7.25

Specialty equipment rental firms tend to be at the high end of these ranges. Many employers hire for part-time positions which average 20 hours per week. Full-time positions average 36 hours per week. 39% of all positions in this sample are part-time.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	370 – medium
Growth Rate (per yr.):	1.8%, faster than average
Job Growth (92-99):	40
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Employers report little to some difficulty hiring inexperienced applicants who meet their hiring standards, and great difficulty hiring experienced applicants. Both turnover and growth create employment opportunities for workers in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Department Stores	21%	5311
Drycleaning Plants	16%	7216
Amusement & Recreation, NEC	12%	7999
Garment Pressing & Cleaner Agents	10%	7212
Equipment Rental & Leasing, NEC	7%	7359

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school or the equivalent. Most new hires do not have vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers do not require prior experience for new hires, although some do require 3-12 months work as a counter rental clerk or a related occupation. Work experiences providing appropriate product knowledge may substitute for direct work experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods

Technical:

Customer service skills, Cash handling skills
Knowledge of inventory techniques
Product knowledge

Personal:

Oral communication skill, interact well with others
Ability to read & follow written/oral instructions
Ability to work under pressure
Willingness to work under close supervision
Ability to write legibly
Ability to perform basic mathematical computations

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 50 pounds

Technical:

Knowledge of sales techniques
Ability to use a computer terminal, Record keeping skills
Ability to operate a standard & computerized cash register
Ability to prepare displays

Personal:

Ability to work independently

OCCUPATIONAL MOBILITY

This is an entry level occupation for most employers. However, many employers promote into this occupation from positions as warehouse worker or yardman, driver or deliveryman, or other clerical positions.

Most employers report opportunities for promotion from this occupation to positions such as outside sales, buyer, office manager, or other positions in supervision or management.

Many employers report hiring employees from unsolicited walk-ins. Some recruit through in-house transfers, current employee referrals, newspaper advertisements, or Employment Development Department listings.

EDUCATION:												
Less than H.S.	(GED)	H.S. Diploma	3 yrs.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)						
VOCATIONAL TRAINING: NA												
30 days	3	6	9	12	18	24	30	36	42	48		
OCCUPATIONAL COURSE: Rental Clerk												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Merchandising

Average time to complete program: 31-32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490112
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS: NA

COUNTER & RENTAL CLERKS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

General Merchandising

General Merchandising
Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 490110

General Merchandising is designed for those students interested in obtaining employable skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" training.

See also:

Woodruff Regional Occupational Center, Stockton

... (209) 953-4606

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #74

Specific Vocational Preparation: 3.2 (30 days to 3 months)

	R	M	L				G	V	N	S	P	Q	K	F	M	E	C
GED:	4	2	4				3	3	3	4	4	3	4	3	4	5	5

INTERESTS: Clerical

GOE Code: 07.03.01

CRUSHING & MIXING MACHINE OPERATORS & TENDERS

DOT Code:

520.462-010
520.685-098
599.685-058
550.382-022
529.462-010

TITLE

DOUGH-MIXER OPERATOR
FEED MIXER
MILL OPERATOR
MIXING-MACHINE OPERATOR
SYRUP MIXER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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14 FIRMS RESPONDING

OES Code:929650

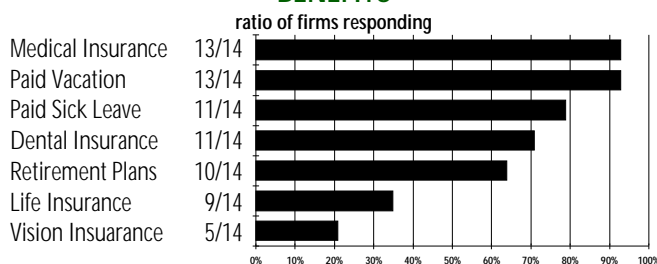
DESCRIPTION

Crushing, Grinding, and Polishing Machine Operators and Tenders operate or tend machines to crush or grind any wide variety of materials, such as coal, glass, plastic, dried fruit, grain, stone, chemicals, food, or rubber, or operate or tend machines that buff and polish materials or products, such as stone, glass, slate, plastic or metal trim, bowling balls, or eyeglasses. Mixing and Blending Machine Operators and Tenders operate or tend machines to mix or blend any wide variety of materials such as spices, dough batter, tobacco, fruit juices, chemicals, livestock feed, food products, color pigments, or explosive ingredients.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.50 - \$ 9.00	\$ 7.21	\$10.50 - \$13.00	\$11.53
Experienced/ New to Firm:			
\$ 5.75 - \$13.50	\$ 9.50	\$11.00 - \$13.00	\$12.19
3+ Yrs. Experience with Firm:			
\$ 7.00 - \$16.00	\$11.27	\$12.25 - \$18.50	\$15.00

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	240 – small
Growth Rate (per yr.):	0.0%, remain stable
Job Growth (92-99):	0
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty in finding experienced applicants, but little difficulty in finding inexperienced applicants who meet their hiring standards. Most employers indicate that employment in this occupation will remain stable over the next three years.

WHERE THE JOBS ARE

	Percent	SIC
Cereal Breakfast Foods	30%	2043
Prepared Foods, NEC	10%	2048
Canned Fruits and Vegetables	9%	2033

EMPLOYER REQUIREMENTS

EDUCATION AND TRAINING

Almost all employers report that employees in this occupation have a high school diploma or its equivalent. Some employers indicate that their employees have some college. Most employers do not require formal training for employees in this occupation.

EXPERIENCE & OTHER REQUIREMENTS

Many employers require approximately 12 months of experience as a production worker or machine operator.

VERY IMPORTANT SKILLS

Technical:

Ability to learn machine operation
Weighing and/or measuring skills

Physical:

Good eye-hand coordination
Full use of hands, arms and fingers
Ability to stand for prolonged periods
Manual dexterity, Good vision
Ability to lift at least 50 lbs. repeatedly
Loading/unloading skills

Personal:

Knowledge of safe equipment practices
Ability to interact well with others
Ability to do routine, repetitive work
Ability to learn from on the job training
Willingness to work with close supervision
Ability to work independently
Willingness to work week nights, weekends and holidays
Possess mechanical aptitude, Record keeping skills
Ability to demonstrate knowledge of specific products

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly

Most employers report that drug testing and medical physicals are used as part of the recruitment process. Some employers indicate an increasing need for computer skills. Some employers report that some recent applicants not hired are deficient in the areas of motivation and attendance.

OCCUPATIONAL MOBILITY

FROM

TO

Management
Foreman/Supervisor
Crushing, Mixing Machine Operator
General Laborer

Most employers report promoting to this occupation from such positions as laborer, forklift operator, hand sorter or helper. Many employers report that employees may be transferred to/from other types of machine operation. Most employers promote employees in this occupation to positions of foreman or supervisor. Most employers report recruiting through current employee referrals, newspaper ads and the EDD.

CRUSHING & FILLING MACHINE OPERATORS & TENDERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE:NA

Certificate: No certificate offered at SJDC
Top Code: 051040

OTHER TRAINING PROGRAMS: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #501

Specific Vocational Preparation = 2.4 (Beyond short demonstration to 30 days)

	RML		G V N S P Q K F M E C
GED:	2 1 2	APTITUDES:	4 4 4 4 4 4 4 3 5 5

INTERESTS: Industrial

GOE Code: 06.05.36

CUTTING & SLICING MACHINE OPERATORS & TENDERS

DOT Code:
699.682-018
699.682-022
521.586-306

TITLE
CUTTER OPERATOR
DIE CUTTER
SLICING-MACHINE OPERATOR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 929440

DESCRIPTION

Cutting and Slicing Machine Operators and Tenders operate or tend machines to cut or slice any of a wide variety of products or materials, such as tobacco, food, paper, roofing slate, glass, stone, rubber, cork, and insulating material. Please do not include metal, wood, and plastic sawing machine operators and tenders, and Textile Cutting Machine Operators and Tenders.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.75- \$10.00	\$ 6.00	\$ 7.50 - \$10.25	\$10.19
Experienced/ New to Firm:			
\$ 5.00 - \$10.00	\$ 9.25	\$ 7.50- \$12.00	\$10.19
3+ Yrs. Experience with Firm:			
\$ 7.00 - \$13.00	\$10.50	\$ 9.50 - \$16.00	\$12.04

BENEFITS

ratio of firms responding

Medical Insurance	12/15	80%
Paid Vacation	10/15	67%
Dental Insurance	6/15	40%
Retirement Plans	6/15	40%
Paid Sick Leave	5/15	33%
Life Insurance	5/15	33%
Vision Insurance	4/15	27%

Most employers pay the full cost of benefits for full time workers. Some employers hire part time, but do not provide benefits for part time workers. Part time workers average 20 hours per week.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	90— small
Growth Rate (per yr.):	0.0%, remain stable
Job Growth (92-99):	0
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty finding qualified experienced or inexperienced applicants who meet their hiring standards. Many employers report hiring last year. New positions created most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Cheese, Natural and Processed	44%	2022
Beet Sugar	8%	2063
Paperboard Mills	6%	2631
Sausages and other Prepared Meats	6%	2013

EMPLOYER REQUIREMENTS

EDUCATION AND TRAINING

Almost all hired recently by the employers in the study had completed high school or the equivalent. Some workers in this occupation require a pasteurization license, which may take 6 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 to 12 months experience as a cutting or slicing machine operator, or up to 36 months related experience in manufacturing or production, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to learn machine operation

Weighing and/or measuring skills, Ability to use hand tools

Physical:

Good eye-hand coordination, Manual dexterity, Good vision

Ability to stand for prolonged periods

Full use of hands, arms, and fingers

Ability to lift at least 50 lbs. repeatedly

Loading/unloading skills, Good color perception

Personal:

Knowledge of safe equipment practices

Ability to do routine, repetitive work

Ability to learn from on the job training

Ability to work independently, Ability to interact well with others

Possess mechanical aptitude

Willingness to work with close supervision

Willingness to work week nights, weekends, and holidays

Basic:

Ability to follow oral instructions

Ability to read and follow instructions, Ability to write legibly

The need for organizational skills, and computing knowledge may increase in the future. Some workers will need to operate programmable machines. Most employers report that workers in this occupation need basic math knowledge of multiplication, division, and computation of fractions and decimals, and the ability to write clear sentences.

OCCUPATIONAL MOBILITY

FROM

TO

Foreman

Lead Operator

Cutting, Slicing Machine Operator

Laborer, Packer

Most employers report promoting into this occupation from positions such as assistant, handpacker, or laborer. They report promoting from this occupation into positions as lead operator, foreman or supervisor.

Many employers recruit into this position from in-house promotions, employee referrals or EDD. Some hire unsolicited walk-ins. Unionized employers recruit through union hall referrals. Most employers use drug testing and some medical exams to screen applicants.

CUTTING & SLICING MACHINE OPERATORS & TENDERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE:NA

Certificate: No certificate offered at SJDC
Top Code: 051040

OTHER TRAINING PROGRAMS: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #501

Specific Vocational Preparation = 2.4 (Beyond short demonstration to 30 days)

	RML		G V N S P Q K F M E C
GED:	2 1 2	APTITUDES:	4 4 4 4 4 4 4 3 5 5

INTERESTS: Industrial

GOE Code: 06.05.36

DATA ENTRY KEYERS

DOT Code:
203.582-054

TITLE
DATA ENTRY CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 560170

DESCRIPTION

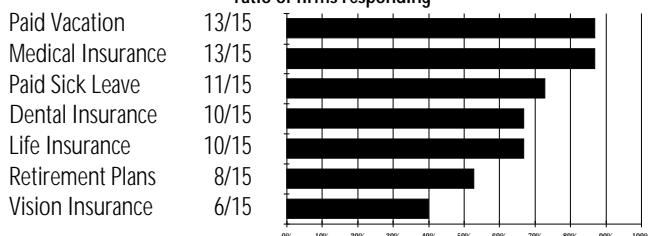
Data Entry Keyers, except Composing, operate keypunch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. Does not include workers who primarily work with a Data Entry Composing Machines.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.75 - \$ 9.50	\$ 6.01
Experienced/New to Firm:	\$ 5.75 - \$ 9.50	\$ 7.50
3+Yrs Experience with Firm:	\$ 6.00 - \$10.50	\$ 9.00

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	510— large
Growth Rate (per yr.):	1.6%, average
Job Growth (92-99):	50
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring either experienced or inexperienced applicants who meet their hiring standards. Most recruit through newspaper advertisements.

Employment opportunities in this occupation are declining due to changes in technology which shift data entry responsibilities to employees in other clerical categories. Some employers hire for evening as well as day shifts.

WHERE THE JOBS ARE

	Percent	SIC
Data Processing & Preparation	22%	7374
Help Supply Services	15%	7363
Local Government	8%	9030
Accounting, Auditing, & Bookkeeping	5%	8721

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school. Some report that recent hires have completed 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 to 12 months of prior experience in the occupation, but sometimes substitute job training. Some will substitute experience in a related occupation such as typist or data keyer - composing.

VERY IMPORTANT SKILLS

Physical:

Ability to sit for prolonged periods

Technical:

Ability to use a computer terminal

Ability to proofread

Ability to read forms quickly

Ability to use a numeric 10-key pad by touch

Skilled at clerical detail work

Data entry skills, Finger dexterity

English grammar, spelling, and punctuation skills

Ability to type at least 10,000 strokes per hour

Personal:

Ability to work independently

Ability to interact well with others

Willingness to work with close supervision

Ability to perform basic mathematical computations

Basic:

Ability to read and follow instructions

Ability to follow oral instructions

Oral communication skills

Ability to do routine, repetitive work

MODERATELY IMPORTANT SKILLS

Personal:

Ability to use personal computers

Basic:

Ability to write legibly

Telephone answering skills

Knowledge of word processing software

Ability to type at least 60 wpm

OCCUPATIONAL MOBILITY

FROM

TO

Computer Operator

Data Entry Clerk

File Clerk

Employers also report promoting persons in this position to secretary, lead operator and accounts payable clerk.



DATA ENTRY KEYERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Key Data Entry

Average time to complete program: 17.5-20 units
Approximate cost to enroll: \$ 227 - \$ 260*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 560170
Gov. program classification/code: TOP/051460

The Key Data Entry program trains students in the use of computers to enter data. The program is designed to provide the student with skills to work as a data entry operator. The data entry operator converts source documents to computer acceptable form using a modern key-to-disk data entry device, computer terminal, or work station.
*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Woodruff Regional Occupational Center
302 W. Weber Ave.
Stockton, CA. 95203
(209) 953-4606

Data Entry/Keyboarding

Average time to complete program: 8 months
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Ability to type 25-30 wpm
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 560170

The Data Entry/Keyboarding course teaches students the basic skills, such as keyboarding, needed for entry-level employment in data entry type occupations.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Data Processing Clerk

Average time to complete program: 2 quarters
Approximate cost to enroll: * \$ 1,568.00
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: Ability to type 30 wpm
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 560170

The Data Processing Clerk is responsible for operating several data entry devices with a high degree of speed and accuracy. Personal computers, calculators, and typewriters are data entry devices that the student will master. Completion of this program provides the skills necessary for an entry-level data processing position.

ADULT SCHOOL COURSES

Stockton Adult School
1525 Pacific Avenue
Stockton, CA. 95204
(209) 953-4256

Database Entry

Average time to complete program: Self-paced
Approximate cost to enroll: No registration fee
Other fees: Textbook: \$ 14.00
Program requirements: "C" average or better
Prerequisites: Sufficient English skills
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Adults
OES Code: 560170

This course introduces the student to computer data entry skills - entering data from invoices and records into a prepared database. No database set-up, design, or programming is covered.

ASSESSMENT CODES

California Occupational Guide # 16

Specific Vocational Preparation: 4 (over 3 months, up to 6 months)

GED: R M L G V N S P Q K F M E C
2 2 3 3 3 3 4 3 2 3 3 4 5 5

INTERESTS: Clerical

GOE Code: 07.06.02

DENTAL ASSISTANTS

DOT Code :
079.371-010

TITLE
DENTAL ASSISTANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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17 FIRMS RESPONDING

OES Code: 660020

DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 7.75	\$ 6.00
Experienced/ New to Firm:	\$ 6.25 - \$ 8.50	\$ 7.50
3+ Yrs. Experience with Firm:	\$ 8.50 - \$12.00	\$ 9.00

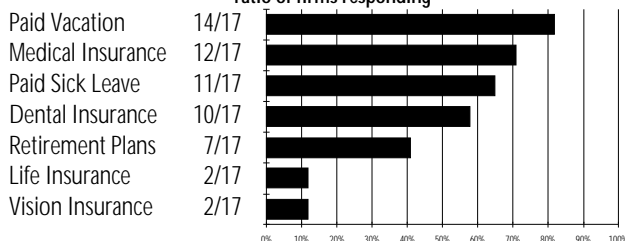
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 8.00	\$ 6.00
Experienced/ New to Firm:	\$ 6.00 - \$11.00	\$ 7.25
3+ Yrs. Experience with Firm:	\$ 7.00 - \$12.00	\$10.00

Compared with wages from the 1990 study of this occupation, wages have decreased. Additionally, in 1990 21% of employers indicated that they hire part-time and in 1994 that number almost doubled by increasing to 41%.

Full-time employees average 38 hours per week and part-time employees average 24 hours per week. 7 of the 17 employers (41%) hire part-time employees who average 20 hours per week.

BENEFITS

ratio of firms responding



Most employers (13 of 17 or 77%) pay for the full cost of benefits.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	420 – medium
Growth Rate (per yr.):	3.4%, faster than average
Job Growth (92-99):	80
Separations (92-99):	70

SUPPLY/DEMAND ASSESSMENTS

Most employers report no difficulty finding inexperienced applicants but some difficulty finding experienced applicants who meet their hiring standards. Both turnover and growth create job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Offices of Dentists	97%	8021

82% of employers recruit through newspaper advertisements. 35% report that they also recruit through current employee referrals, 29% from vocational schools, and 18% may hire unsolicited walk-ins.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers rate certification as a Registered Dental Assistants (RDA) as very important. RDA's must complete all appropriate vocational education or community college training programs, or complete 18 months of work as a dental assistant, and pass a state examination. Continuing education requirements must be met to maintain certification.

Employers report that most recent new hires have completed high school or the equivalent and 3 to 24 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require a minimum of nine months as a dental assistant. Some employers promote from within from positions such as receptionist or front desk clerk.

VERY IMPORTANT SKILLS

Technical:

Ability to perform or assist with dental procedures
Possession of a Radiation Safety Certificate
Ability to follow laboratory procedures
Knowledge of dental materials, Ability to write effectively
Possession of a Registered Dental Assistant (RDA) Certificate

Personal:

Good grooming skills, Public contact skills
Ability to work independently
Willingness to work with close supervision

Basic:

Ability to follow oral instructions, Oral communication skills
Ability to read and follow instructions, Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Understanding of coronal polishing
Telephone answering skills, Record keeping skills
Ability to follow billing procedures
General clerical skills, Supervisory skills
Understanding of diet and nutrition
Ability to complete and explain insurance forms
Ability to do ultrasonic scaling

OCCUPATIONAL MOBILITY

FROM

TO

Office Manager
Dental Hygienist
Dental Assistant / Registered Dental Assistant
Receptionist/Front Office Clerical

Some employers will promote into this position from positions such as front office clerical or X-ray technician for those receiving requisite training.

Some report promoting from this occupation to higher ranking positions such Registered Dental Assistant upon passing the RDA examination and a few indicate promoting to office manager.

EDUCATION:



VOCATIONAL TRAINING: Licensing includes 18 months as Dental Assistant



EXPERIENCE: Dental Assistant



SAN JOAQUIN DELTA COMMUNITY COLLEGE

TOP Code: 120410

Certificate: No certificate available at SJDC, however, a (Pre) Dentistry program is available and recommended for those who wish to transfer to a four year program that will lead to BA in dentistry. Transfer information can be found by consulting the general catalog for the four year college or university from which one can expect to earn a bachelor's degree.

OTHER TRAINING PROGRAMS

Andon College
1201 N. El Dorado St.
Stockton, CA. 95202
(209) 462-8777

Dental Assistant

Average time to complete program: 8.5 months
Approximate cost to enroll: \$ 6,190.00
Other fees: \$75-\$100 uniforms
Program requirements: "C" average or better
Prerequisites: H.S.diploma, GED, or Ability to Benefit test
Open entry/ Open exit: no
What is received upon completion: X-ray certificate, diploma, and CPR card
Target students: Adults
OES Code: 660020

The Dental Assistant program prepares the student to meet the requirements of a State of California Licensed Registered Dental Assistant (RDA). Course content focuses on teaching necessary skills so as to prepare the student for the RDA exams. Upon completion of program and passing exams, students can work in general dentistry or in specialty areas.

DENTAL ASSISTANTS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lodi Career Center
420 S. Pleasant Ave.
Lodi, CA. 95240
(209) 331-7616

Dental Assistant

Average time to complete program: 9 months
Approximate cost to enroll: No registratio fee
Other fees: \$ 25 materials fee (adults) + \$ 100 x-ray lab fee
Program requirements: "C" average or better
Prerequisites: T.B. skin test
Open entry/ Open exit: yes
What is received upon completion: certificate
Target students: Grades 11, 12 and adults
OES Code: 660020

The Dental Assistant program prepares the student for employment as an entry-level dental assistant. Students train in "four-handed" dentistry, study models, dental materials and receive an introduction to the application of computers in the dental office. Included in this course is the opportunity to learn dental x-ray techniques and prepare for the California Radiation Safety Certificate certificate.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #27

Specific Vocational Preparation: 6 (over 12 to 24 months)

GED: R M L APTITUDES: G V N S P Q K F M E C
4 3 4 3 3 3 4 3 3 4 3 3 5 4

INTERESTS: Humanitarian

GOE Code: 10.03.02

DENTAL HYGIENISTS

DOT Code:
078.361-010

TITLE
DENTAL HYGIENIST

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 329080

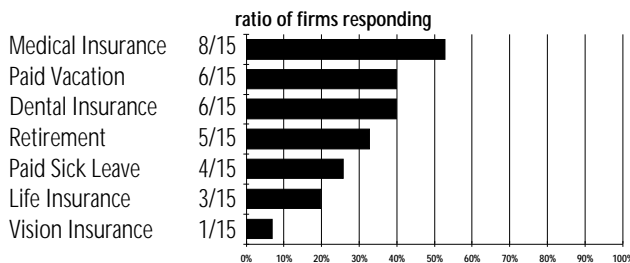
DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$21.00 - \$34.75	\$30.00
Experienced/ New to Firm:	\$25.00 - \$34.75	\$31.25
3+ Yrs. Experience with Firm:	\$31.25 - \$38.00	\$32.50
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$19.25 - \$42.00	\$30.00
Experienced/ New to Firm:	\$19.25 - \$45.00	\$31.25
3+ Yrs. Experience with Firm:	\$19.25 - \$45.00	\$34.38

BENEFITS



Most employers who provide benefits pay the full benefit costs. Many hire employees in this occupation part time and pay benefits similar to those of full time employees. Part time employees work an average of 18 hours/ week.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	190 – small
Growth Rate (per yr.):	3.8%, much faster than average
Job Growth (92-99):	40
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding both experienced and inexperienced applicants who meet their hiring standards, and comment that the need for trained hygienists will grow in the future due to population increase and growth in dental practices. Growth and turnover create new occupational opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Offices of Dentists	100%	8021

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers comment that most recent new hires have completed college training leading to completion of an AA degree and dental hygiene certification which is required for practice in the field. Some comment that most recent hires have completed a BA degree. Many employers comment that absence of dental hygiene training in the area limits the availability of qualified applicants.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require prior work experience as a certified dental hygienist, although some will allow experience as a dental assistant accompanied by proper certification and sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

- Ability to clean deposits and stains from teeth
- Ability to examine gums for signs of disease
- Knowledge of infection control
- Ability to assess and chart dental care needs
- Teeth polishing skills
- Skill in applying local anesthetics
- Ability to instruct patients in oral hygiene
- Ability to apply decay preventive agents
- Ability to expose and develop x-ray film
- Radiation Safety Certificate
- Ability to do ultrasonic scaling

Personal:

- Possess dental hygienist license
- Public contact skills
- Ability to work as a team
- Record keeping skills
- Knowledge of instrument sterilization
- Ability to work independently
- Knowledge of good diet and nutrition
- Patients with children
- Willingness to work with close supervision
- Supervision skills

Basic:

- Ability to read and follow instructions
- Ability to write legibly

Some employers report that skill requirements will increase in the future in the use of micro-ultrasonic instruments, knowledge of implants and anesthetic and cosmetic procedures. Interpersonal and communication skills may also increase in importance.

OCCUPATIONAL MOBILITY

Because of certification requirements in this occupation and others in the field, promotions into this occupation are not possible unless accompanied with formal training which leads to certification. Opportunities for upward movement into other occupations in the dental field are also limited without requisite training.

DENTAL HYGIENISTS

TRAINING OPPORTUNITIES

PLEASE NOTE:

Currently there is no education or training in San Joaquin County leading to licensing for Dental Hygienists. The closest training program is offered at Sacramento City College - Los Rios Community College District, in Sacramento. More information about the Sacramento City College Associate in Science Degree in Dental Hygiene program is available by calling the Dental Hygiene Department of the College at 916.558.2356.

SAN JOAQUIN DELTA COMMUNITY COLLEGE

TOP Code: 120410

Certificate: No certificate available at SJDC, however, a (Pre) Dentistry program is available and recommended for those who wish to transfer to a four year program that will lead to BA in dentistry. Transfer information can be found by consulting the general catalog for the four year college or university from which one can expect to earn a bachelor's degree.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #155

Specific Vocational Preparation: 6 (over 12 to 24 months)

GED:	R M L		G V N S P Q K F M E C
	4 3 4	APTITUDES:	2 2 2 2 3 4 2 2 2 5 3

INTERESTS: Humanitarian

GOE Code: 10.02.02

DISPATCHERS

EXCEPT FIRE, POLICE, & AMBULANCE

DOT Code:
215.367-018
239.167-014
952.167-010
249.367.070

TITLE
TAXICAB COORDINATOR
DISPATCHER
DISPATCHER, SERVICE OR WORK
ROUTING CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 580050

DESCRIPTION

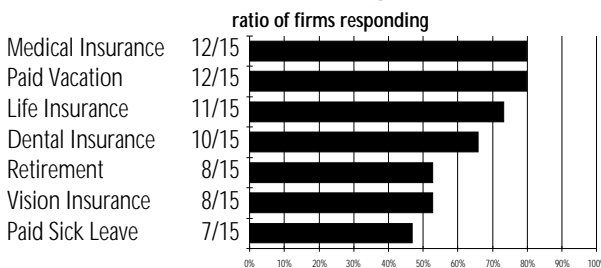
Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include the use of radios and/or telephones to transmit assignments and compile statistics and reports on the progress of work. Please do not include Police, Fire, and Ambulance Dispatchers.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 8.75	\$ 7.00
Experienced/ New to Firm:	\$ 6.00 - \$14.00	\$ 8.00
3+ Yrs. Experience with Firm:	\$ 7.00 - \$16.00	\$ 9.50
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 8.75	\$ 6.50
Experienced/ New to Firm:	\$ 6.00 - \$14.00	\$ 8.00
3+ Yrs. Experience with Firm:	\$ 7.00 - \$16.00	\$ 9.94

Some large firms may pay at or above the high end of the ranges shown above. All firms hire full-time and many firms hire part-time positions. Full-time employees average 40 hours per week while part time employees average 20 hours per week.

BENEFITS



In most cases, the cost of benefits are shared by the employee and employer.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	260 – medium
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	20
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Most employers report great difficulty finding experienced applicants which meet their hiring standards, but little difficulty finding inexperienced applicants. Both turnover and growth create job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Trucking, without Storage	25%	4212
Trucking, Except Local	19%	4213
New and Used Car Dealers	12%	5511
Grain & Field Beans	6%	5153

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Almost all employers indicated that recent new hires did not have vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 2 to 24 months prior experience as a dispatcher (excluding fire, police or ambulance) but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Telephone answering skills
Problem solving skills
Ability to write effectively
Knowledge of local streets
Record keeping skills
Report writing skills
Ability to demonstrate knowledge of specific products
Map reading skills
Alphabetic and numeric filing skills

Personal:

Ability to work under pressure
Ability to interact well with others
Ability to work independently
Ability to handle crisis situations
Customer service skills
Willingness to work with close supervision

Basic:

Oral communication skills
Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly, Basic math skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to type at least 30 words per minute

Many employers also indicated that their firm would like to have applicants be familiar with Database software.

OCCUPATIONAL MOBILITY

FROM

TO

Manager (depends on industry)

Dispatcher

Truck/Cab Driver – Customer Service Technician

Most employers report promoting into this occupation from cab or truck driver, and promoting from this position into higher ranking management positions.

73% of employers report hiring through in-house promotions, 67% recruit through newspaper advertisements, 40% through employee referrals, and 33% report hiring unsolicited walk-ins.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: *Most employers do not require vocational training*

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Dispatcher

30 days	3	6	9	12	18	24	30	36	42	48
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DISPATCHERS

EXCEPT FIRE, POLICE, & AMBULANCE

TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

ASSESSMENT CODES

ADULT SCHOOL COURSES: NA

California Occupational Guide: No.: Data Available

Specific Vocational Preparation: 4 (3 to 6 months)

GED: R M L G V N S P Q K F M E C
4 3 3 3 2 3 4 4 3 4 4 4 5 5

INDUSTRY: Utilities (Various)

GOE Code: 07.04.05 - Information Transmitting & Receiving

EDUCATIONAL ADMINISTRATORS

DOT Code:

090.117-010
090.167-010
091.107-010
099.117-018
099.117-030

TITLE

ACADEMIC DEAN
DEPT. HEAD, COLLEGE OR UNIVERSITY
ASSISTANT PRINCIPAL
PRINCIPAL
DIRECTOR, EDUCATION

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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17 FIRMS RESPONDING

OES Code: 150050

DESCRIPTION

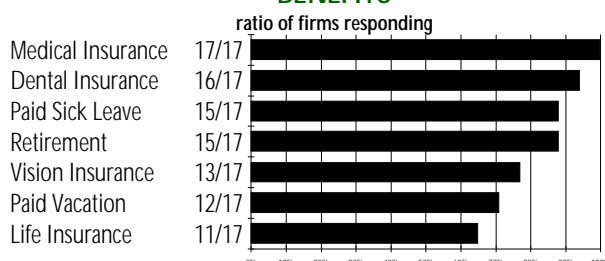
Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Please include administrators of separate training and instructional organization (or programs) in private business or other agencies.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$13.25 - \$22.50	\$15.36
Experienced/ New to Firm:	\$20.25 - \$28.75	\$23.85
3+ Yrs. Experience with Firm:	\$22.50 - \$33.75	\$27.50
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 8.25 - \$22.50	\$15.36
Experienced/ New to Firm:	\$ 9.50 - \$29.00	\$20.19
3+ Yrs. Experience with Firm:	\$11.50 - \$34.25	\$24.50

Earnings in this occupation are usually calculated by monthly or annual salaries. This is an occupational category that includes administrators at a variety of levels in a variety of institutions, public and private. Public Institutions generally pay toward the top of the above ranges. Virtually all employment in this occupation is full-time at 40 hours per week.

BENEFITS



10 of the 17 employers in this sample pay for the benefits for full-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	590 – large
Growth Rate (per yr.):	1.3%, slower than average
Job Growth (92-99):	50
Separations (92-99):	80

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding both experienced and inexperienced applicants who meet their hiring standards. Currently, turnover creates most occupational opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Elementary and Secondary Schools	75%	8211
Colleges and Universities	9%	8221
Child Day Care Services	6%	8351

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed BA or graduate degrees, and in most cases new hires must have completed appropriate credentials. Recent new hires have had advanced degrees in subjects such as Education and Business Administration. Educational requirements, however, vary by type of institution.

EXPERIENCE & OTHER REQUIREMENTS

10 of 17 (59%) employers always require experience while the balance of 7 out of 17 (41%) of the employers indicate that they will usually or sometimes hire staff without experience. Most employers require 24 to 48 months prior experience in the occupation or experience as an elementary or secondary teacher. Employers are sometimes willing to substitute education for experience.

VERY IMPORTANT SKILLS

Technical:

Problem solving skills, Verbal presentation skills
Ability to write effectively
Ability to plan and organize the work of others
Supervisory skills
Ability to hire and assign personnel
Budget analysis skills
Ability to maintain financial records
Ability to apply teaching techniques
Ability to plan and organize training programs
Classroom management skills, Counseling skills

Personal:

Ability to interact well with others
Ability to manage multiple priorities
Leadership skills, Ability to work independently
Ability to deal effectively with difficult individuals
Ability to motivate others, Public contact skills
Ability to work under pressure
Sensitivity to a multi-cultural work environment
Willingness to work with close supervision

Basic:

Oral communication skills
Ability to write legibly, Basic math skills

MODERATELY IMPORTANT SKILLS

Personal:

Willingness to work nights, weekends, and holidays
Willingness to travel

OCCUPATIONAL MOBILITY

Most employers report promoting within from teaching or other staff positions, and promoting to higher administrative positions. Higher administrative positions include district or regional manager, principal from vice-principal, and principal to superintendent.

83% of employers recruit through newspaper advertising, 61% report in-house promotion and some (33%) through community organizations and school training programs.

EDUCATION: Employers indicate Graduate degrees in Business Admin.

Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)

VOCATIONAL TRAINING: Most employers do not require vocational training

30 days 3 6 9 12 18 24 36 48 60

EXPERIENCE: Educational Administrator

30 days 3 6 9 12 18 24 30 36 42 48

EDUCATIONAL ADMINISTRATORS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

ADULT SCHOOL COURSES:NA

With the proper credentials, the programs offered by the local institutions indicated below could be the first steps to entry level career positions as a Educational Administrator. Students enrolled at UOP can earn a B.A. in Liberal Arts or another professional field and a teaching credential. Students at Chapman College can earn teaching credentials enabling them to teach.

University of the Pacific, Stockton

...(209) 946-2211.

Chapman College, Stockton

...(209) 957-2288.

ASSESSMENT CODES

California Occupational Guide No.: No Data Available

Specific Vocational Preparation: 9 (over 10 years)

GED: R M L G V N S P Q K F M E C
5 3 5 APTITUDES: 2 1 3 4 3 2 4 4 4 5 5

INDUSTRY: Education

GOE Code: 11.07.03 - Education Services

ELECTRICAL & ELECTRONIC ASSEMBLERS

DOT Code:

721.684-022

729.684-022

726.684-018

TITLE

ELECTRIC-MOTOR ASSEMBLER

ELECTRONIC-SIGN ASSEMBLER

ELECTRONICS ASSEMBLER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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10 FIRMS RESPONDING

OES Code: 939050

DESCRIPTION

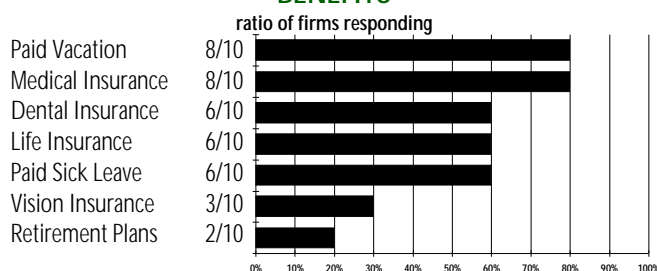
Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electric Wires, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.75 - \$10.75	\$ 5.35
Experienced/ New to Firm:	\$ 5.00 - \$14.25	\$ 5.95
3+ Yrs. Experience with Firm:	\$ 5.00 - \$17.00	\$ 6.80

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.75 - \$10.75	\$ 6.13
Experienced/ New to Firm:	\$ 5.00 - \$14.25	\$ 7.59
3+ Yrs. Experience with Firm:	\$ 6.75 - \$17.00	\$10.00

BENEFITS



Most employers share the cost of benefits with their employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	105— small
Growth Rate (per yr.):	1.4%, average
Job Growth (92-99):	10
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding qualified experienced applicants, but little finding inexperienced applicants who meet their hiring standards. Most employers expect employment in this occupation to remain stable over the next three years.

WHERE THE JOBS ARE

	Percent	SIC
Semiconductors and Related Devices	39%	3674
Magnetic and Optical Recording	24%	3695
Switchgear and Switchboard Apparatus	18%	3613
Engine Electrical Equipment	6%	3694

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employers report that recent hires have a high school diploma or its equivalent, and many recent hires have 12-36 months of vocational training related to electronic/electrical assembly. Firms reporting such training pay at or above the medians for this occupation.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6-12 months of experience in electrical/electronic assembly.

VERY IMPORTANT SKILLS

Technical:

Ability to use hand tools

Ability to read blue prints or wiring diagrams

Physical:

Good vision

Good eye-hand coordination

Manual dexterity

Ability to stand for prolonged periods

Personal:

Ability to interact well with others

Ability to perform precision work

Ability to perform routine, repetitive work

Ability to work rapidly

Ability to work independently

Basic:

Ability to follow oral instructions

Ability to read and follow instructions

Ability to write legibly

Most employers report that their most recent hires are excellent in the areas of working accurately, meeting deadlines, punctuality and attendance.

OCCUPATIONAL MOBILITY

FROM

TO

Line Supervisor

Electronic and Electrical Assembler

Utility Worker

Some employers promote into this occupation from positions such as utility worker or shop helper. Most employers promote from this occupation to higher level positions such as a line supervisor.

Most employers report recruiting for this occupation from current employee referrals. Many, however, also use newspaper ads and the EDD. Most employers require a drug test as part of their application process.

ELECTRICAL & ELECTRONIC ASSEMBLERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: No certificate offered at SJDC

Top Code: 095600

OTHER TRAINING PROGRAMS

California Human Development Corporation Center for Employment Training
2895 Teepee Drive
Stockton, CA. 95205
(209) 943-7671

Electronics Assembly

Average time to complete program: 630 clock hours*
Approximate cost to enroll: \$ 4,032.00 *
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Adults
OES Code: 939560

This program provides the trainee with the basic knowledge and skills to qualify for entry-level electronics and other assembly positions. Production documentation and inventory control as well as the highest possible soldering skills are emphasized. In addition, trainees become familiar with product blueprints, parts list and other documentation.

* Clock hours and cost to complete the program varies: students enrolled in remediation and/or VESL equals 880 clock hours and cost is \$ 5,632.00.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

No related training programs offered at this time by local ROP programs.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #47

Specific Vocational Preparation = 2.8 (short demo. to 30 days)

	RML		G	V	N	S	P	Q	K	F	M	E	C
GED:	2	1	2										
APTITUDES:				4	4	4	4	4	4	3	3	5	5

INTERESTS: Industrial

GOE Code: 06.04.23

LIMITED SURVEY OCCUPATION:

ELECTRICAL & ELECTRONIC ENGINEERING TECHNICIANS

DOT Code:

003.161-010
003.161-018
003.261-010
726.281-014

TITLE

ELECTRICAL TECHNICIAN
TECHNICIAN, SEMICONDUCTORS
INSTRUMENTATION TECHNICIAN
ELECTRICIAN, RESEARCH

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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8 FIRMS RESPONDING

OES Code: 225050

Reason for Limited Survey:

This occupation was known to employ relatively limited numbers of individuals at the outset of the research, and therefore a limited survey was anticipated. Interest in the occupation derived from the perception that although the occupation was small in size, it might be growing very rapidly. However, survey results reveal that demand continues to be limited, with relatively few employing organizations. Trends in this occupation are discussed more fully in the EMPLOYMENT TRENDS section below.

DESCRIPTION

Electrical and electronic engineering technicians and technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	240— small
Growth Rate (per yr.):	2%, faster than average
Job Growth (92-99):	40
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty hiring both inexperienced and experienced applicants who meet their hiring standards. However, employment opportunities in this occupation may be limited due to the small size of this occupation and low turnover rates. Growth creates most employment opportunities.

Because high technology is not an important part of the economic base in San Joaquin County, demand for employees in this occupation is limited. However, trainers report that persons well trained in this occupation are employable in a range of allied occupations. In part this is because persons employed in larger firms may specialize in a narrower range of skills, such as maintaining circuit board manufacturing equipment or operating testing equipment, and thus may not be classified as electronics technicians. Individuals may also find employment in small firms where basic knowledge of electronics must be combined with other skills needed, for example in appliance repair or installation.

Persons with electronics training may also be employed in the sales and servicing of consumer and office products containing electrical or electronic components. Individuals working in appliance repair or consumer products tend to earn at the lower end of the wage ranges reported under the WAGES/BENEFITS section.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$12.75	\$ 6.00
Experienced/ New to Firm:	\$ 6.00 - \$14.00	\$ 8.88
3+ Yrs. Experience with Firm:	\$ 8.00 - \$21.00	\$13.75

BENEFITS

Most firms sampled offer the following benefits: Medical Insurance; Retirement Plans; Paid Vacation; Dental Insurance, and Life Insurance; Many firms also offer Paid Sick Leave and Vision Insurance.

EMPLOYER REQUIREMENTS

EDUCATION, TRAINING, & EXPERIENCE

Employers report that most recent hires have completed high school or the equivalent. Many employers prefer a high school diploma. Many employers hire applicants with 3-24 months vocational training or completion of a formal apprenticeship.

Most employers require 6-12 months prior experience as an electrical or electronic technician or related electrical experience in residential or commercial construction trades.

VERY IMPORTANT SKILLS

Personal:

Oral communication skills, Ability to write legibly
Ability to work independently & read and follow instructions
Willingness to work under close supervision

MODERATELY IMPORTANT SKILLS

Physical:

Good color perception

Technical:

Ability to use reference materials (e.g., handbooks)
Report writing skills, Record keeping skills
Ability to read working drawings
Knowledge of electric testing equipment
Knowledge of electronic technology & circuit design
Knowledge of electronic circuitry
Knowledge of electronics testing equipment
Ability to use a computer terminal

Basic:

Ability to write effectively
Ability to follow oral instructions

OCCUPATIONAL MOBILITY

Employers do not promote into this occupation, but may promote from this occupation into higher ranking occupations such as foreman. Employers may recruit for this position through current employee referrals and newspaper advertisements. They may use Employment Development Department listings or public schools and training programs.

WHERE THE JOBS ARE

	Percent	SIC
Semiconductors & Related Devices	30%	3674
Gas & Other Services Combined	15%	4932
Electronic Parts & Equipment	6%	5065
Engineering Services	5%	8711
Local Government	5%	9030

REGISTRATION:										
VE/CERTIFICATION TRAINING:										
OCCUPATION: Electrical or Electronic Technicians										

LIMITED SURVEY OCCUPATION

ELECTRICAL & ELECTRONIC ENGINEERING TECHNICIANS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Electronics Technology

Average time to complete program: 48 units
Approximate cost to enroll: \$ 624*
Other fees: Parking, book fees vary
Program requirements: Completion of 48 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 225050
Gov. program classification/code: TOP/092540

This program provides and develops the necessary knowledge and skills needed for employment in the electronics trade. The program also develops skills in fabrication, trouble shooting, and maintenance of electronic equipment.
*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5095

Electronics

Average time to complete program: 2-4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Completion of Electronics I
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 225050

This course is designed for students seeking entry-level employment as Electric and Electronics Technicians. The program consists of in-depth study into the field of electronics as a future vocation by performing repairs on electronic equipment and participating in classroom demonstrations and discussions.

See also:

Woodruff Regional Occupational Center, Stockton ... (209) 953-4606

ADULT SCHOOL COURSES

Tracy Adult School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5034

Electrician

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 872020

This course contains of the study of basic theory, source of electricity, circuits and power, magnetism, and generators. Students learn entry-level skills to work as an Electrician.

OTHER TRAINING PROGRAMS

ASSESSMENT CODES

California Occupational Guide #60

Specific Vocational Preparation: 7.0 (Over 2 years, up to 4 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	4	4		2	2	2	2	3	2	2	2	4	4	

INTERESTS: Mechanical

GOE Code: 05.01.01

ELECTRICIANS

DOT Code:

824.261-010
824.261-014
829.261-018
806.381-062

TITLE

ELECTRICIAN
ELECTRICIAN, APPRENTICE
ELECTRICIAN, MAINTENANCE
INSTALLER, ELECTRICAL, PLUMBING



16 FIRMS RESPONDING

OES Code: 872020

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Servicers.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 6.00 - \$ 6.00	\$ 6.00	\$10.00- \$14.00	\$11.96
Experienced/ New to Firm:			
\$ 6.00 - \$10.00	\$ 8.00	\$12.00-\$22.00	\$16.64
3+ Yrs. Experience with Firm:			
\$ 9.50 - \$15.00	\$12.00	\$15.25-\$24.00	\$19.38

Half of the employers in this sample are union.

BENEFITS

ratio of firms responding

Medical Insurance	12/16	75%
Retirement Plans	10/16	62.5%
Paid Vacation	7/16	43.75%
Dental Insurance	7/16	43.75%
Paid Sick Leave	6/16	37.5%
Life Insurance	5/16	31.25%
Vision Insurance	5/16	31.25%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	540— large
Growth Rate (per yr.):	0.5%, slower than average
Job Growth (92-99):	20
Separations (92-99):	70

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring either experienced or inexperienced applicants who meet their hiring standards.

Employment opportunities are created by both turnover and growth.

WHERE THE JOBS ARE

	Percent	SIC
Electrical Work	48%	1731
Gas & Other Services Combined	13%	4932
Local Government	6%	9030
Canned Fruits & Vegetables	5%	2033
Cereal Breakfast Foods	4%	2043

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school. Unionized employers require completion of a formal apprenticeship. Non-union employers report that most recent applicants have 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually hire applicants with 6 months or more of prior experience, but sometimes substitute training for experience. Some will accept related experience in electrical maintenance or other shop work as a substitute for experience in the occupation.

VERY IMPORTANT SKILLS

Physical:

Ability climb ladders
Possess mechanical aptitude
Good color perception
Ability to lift at least 50 lbs

Technical:

Ability to use reference materials
Completion of a certified apprenticeship program
Ability to stand for prolonged periods of time
Knowledge of electrical equipment installation
Shop math skills
Ability to read blueprints
Basic:
Ability to work independently
Ability to read & follow instructions
Willingness to work with close supervision
Ability to follow oral instructions
Ability to interact well with others
Oral communication skills
Ability to write legibly, Ability to write effectively

MODERATELY IMPORTANT SKILLS

Technical:

Report writing skills
Ability to crawl under buildings
Ability to use drafting tools

OCCUPATIONAL MOBILITY

FROM

TO

	Foreman/Supervisor Electrician
	Journeyman Electrician
	Apprentice Electrician
Electrician Helper	

Unionized employers recruit through union hall referrals. Most non-union employers recruit through employer referrals and newspaper advertisements. Many report hiring unsolicited walk-ins.



ELECTRICIANS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Electrical Technology

Average time to complete program: 43 units
Approximate cost to enroll: \$ 559*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 872020
Gov. program classification/code: TOP/095220

This program is designed to teach students entry-level skills needed to gain employment in the electrical field. The program consists of studies in basic electricity, mathematics, and other related subjects.

*Program cost is calculated at \$13 per unit for CA residents.

APPRENTICESHIP PROGRAMS

San Joaquin & Calaveras Counties Electrical J.A.T.C.
1531 El Pinal Drive
Stockton, CA. 95208
(209) 462-0751

Electrician

Average time to complete program: 60 months
Approximate cost to enroll: No fee
Other fees: \$ 500.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility and coordination and successful completion of Algebra
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. graduates
OES Code: 872020

The Electrician apprenticeship program prepares the student for journey-level work as an Electrician. Much attention is paid to the layout, assembly, and installation of electrical fixtures in residential and commercial buildings. This apprenticeship program only accepts applications the third Wednesday of every month from 1:00 p.m. to 4:00 p.m. Please call the business office for more information.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5095

Electronics

Average time to complete program: 2-4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Completion of Electronics I
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 225050

This course is designed for students seeking entry-level employment as Electric and Electronics Technicians. The program consists of in-depth study into the field of electronics as a future vocation by performing repairs on electronic equipment and participating in classroom demonstrations and discussions.

See also:

Woodruff Regional Occupational Center, Stockton

... (209) 953-4606

ADULT SCHOOL COURSES

Tracy Adult School
315 E. 11th Street
Tracy, CA. 95376
(209) 831-5034

Electrician

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 872020

This course contains of the study of basic theory, source of electricity, circuits and power, magnetism, and generators. Students learn entry-level skills to work as an Electrician.

ASSESSMENT CODES

California Occupational Guide #121

Specific Vocational Preparation: 7.0 (Over 2 years, up to 4 years)

GED: R M L G V N S P Q K F M E C
4 4 3 2 3 2 2 2 4 3 3 3 4 4

INTERESTS: Mechanical

GOE Code: 05.05.05

FARM EQUIPMENT MECHANICS

DOT Code:

624.281-010

624.281-014

629.281-018

TITLE

FARM EQUIPMENT - MECHANIC I

FARM EQUIPMENT - MECHANIC APPRENTICE

DAIRY EQUIPMENT REPAIR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 853210

DESCRIPTION

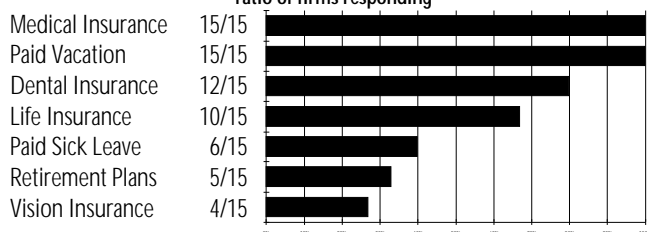
Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engines Specialists

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.25 - \$10.00	\$ 8.00
Experienced/ New to Firm:	\$ 7.50 - \$12.00	\$10.00
3+ Yrs. Experience with Firm:	\$ 9.50 - \$14.50	\$13.00

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	120 – small
Growth Rate (per yr.):	0.0%, remain stable
Job Growth (92-99):	0
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants but no difficulty finding inexperienced applicants who meet their hiring standards.

Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Farm & Garden Machinery	48%	5083
Repair Services, NEC	27%	7699
Fresh Fruits & Vegetables	14%	5148

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Most report that recent hires have completed between 3 months and 2 years vocational training. Some employers report that recent hires have completed AA degrees.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 to 36 months prior experience in the occupation, but many will accept similar experience in a related occupation such as small engine repair.

VERY IMPORTANT SKILLS

Physical:

Ability to lift at least 75 lbs. repeatedly

Technical:

Ability to use hand tools
Ability to operate power hand tools
Ability to implement safe work practices
Ability to use service manuals
Ability to repair diesel engines
Knowledge of hydraulics
Ability to operate precision measuring instruments
Ability to operate electric testing equipment
Shop math skills

Personal:

Ability to work under pressure
Ability to work independently
Ability to provide own hand tools
Willingness to work with close supervision
Possession of mechanical aptitude
Basic math skills

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

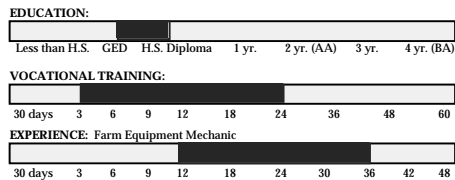
TO

Shop Leadman/Supervisor

Farm Equipment Mechanic

Tractor Driver/Laborer

Most employers hire through newspaper advertisements. Many hire through employee or union hall referrals. Some employers promote into this occupation from positions such as tractor driver or laborer, and may promote from this position into positions such as shop leadman or into supervision.



FARM EQUIPMENT MECHANICS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Agricultural Mechanics

Average time to complete program: 34-37 units
Approximate cost to enroll: \$ 442-\$481*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 853210
Gov. program classification/code: TOP/011600

This program provides training for employment in areas such as: diesel technology-hydraulic mechanics, Mechanics farm equipment services. Farm equipment mechanics spend much of their time performing preventive maintenance as well as repairing and adjusting malfunctioning equipment.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #251

Specific Vocational Preparation: 7.0 (Over 2 years, up to 4 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	2	3		APTITUDES:										
					3	3	3	3	4	3	3	2	4	4	

INTERESTS: Mechanical

GOE Code: 05.05.09

APPRENTICESHIP PROGRAMS

San Joaquin Valley Automotive Trades J.A.C.
121 E. Vine St.
Stockton, CA. 95202
(209) 466-9591

Tractor/Farm Equipment Mechanic

Average time to complete program: 4 years
Approximate cost to enroll: See Other fees
Other fees: \$ 7,500 materials fee
Program requirements: Successful completion
Prerequisites: Agility and coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. diploma or G.E.D.
OES Code: 853110

The farm equipment mechanic apprenticeship program focuses on training and instructing students to repair and maintain tractors and farm equipment. Upon completion, apprentices can seek employment as Mechanics specializing in farm equipment. Classroom training for this program is conducted at San Joaquin Delta College, which requires that the students have a proficiency level of II in reading to enroll in the apprenticeship classes.

FILE CLERKS

DOT Code:
206.387-034
206.387-010
206.387-022

TITLE
FILE CLERK 1
CLASSIFICATION CLERK
RECORD CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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18 FIRMS RESPONDING

OES Code: 553210

DESCRIPTION

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

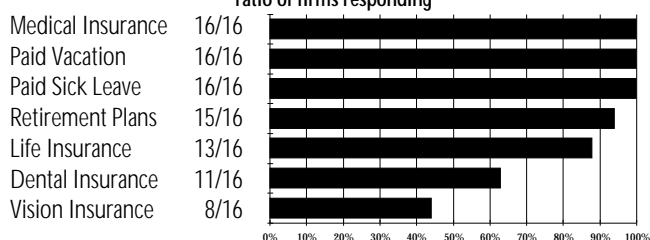
WAGES/BENEFITS

	<i>Range</i>	<i>Median</i>
Entry Level/No Experience:	\$ 4.25 - \$ 7.75	\$ 5.07
Experienced/ New to Firm:	\$ 4.75 - \$ 8.50	\$ 6.00
3+ Yrs. Experience with Firm:	\$ 5.50 - \$ 9.50	\$ 7.50

Most employers hire for part-time positions which average 20 hours per week. 29% of all employees sampled were part-time.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	340 – medium
Growth Rate (per yr.):	1.4%, average
Job Growth (92-99):	40
Separations (92-99):	90

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding experienced applicants who meet their hiring standards, and no difficulty finding inexperienced applicants. In most cases this is an entry level occupation.

Although growth accounts for some new employment opportunities, turn-over creates most employment chances.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Offices & Clinics of Medical Doctors	25%	8011
General Medical & Surgical Hospital	16%	8062
Legal Services	10%	8111
Help Supply Services	8%	7363
Insurance Agents, Brokers & Services	7%	6411

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school. Most employers will accept a GED, although many prefer a high school diploma. Some employers report that recent new hires have less than high school. Most recent hires have not had vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require prior work experience. Training will sometimes be accepted as a substitute for work experience. Employers prefer 3 to 12 months prior experience as a file clerk or mail clerk, although other general clerical work may constitute an acceptable substitute.

VERY IMPORTANT SKILLS

Technical:

Filing skills (alpha and numeric)
Ability to do routine, repetitive work

Personal:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to interact well with others
Willingness to work with close supervision
Ability to work independently
Oral communication skills, Ability to write legibly

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 40 lbs
Ability to stand for prolonged periods

Technical:

Telephone answering skills
Skilled at clerical detail work
Ability to use a computer terminal, Data entry skills

Basic:

Ability to work under pressure, Ability to write effectively

Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

Work as a file clerk is generally an entry level position which may lead to lateral transfers into positions as receptionist, records clerk or switchboard operator.

Employers report promoting workers from this position into positions such as billing and payroll clerk, receptionist, secretary, computer operator, and teller.

EDUCATION:									
<div><div></div><div>Less than H.S. (HS)</div><div>H.S. Diploma</div><div>1 yr.</div><div>2 yr. (AA)</div><div>3 yr.</div><div>4 yr. (BA)</div></div>									
WORK EXPERIENCE: NONE									
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>42</div><div>48</div></div>									
EMPLOYMENT: Blue Check or Gold Check									
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>42</div><div>48</div></div>									

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

General Office

Average time to complete program: 32.5 - 33.5 units
Approximate cost to enroll: \$ 422 - \$435*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553470
Gov. program classification/code: 051400

This particular program focuses on preparing the student to work as a general office clerk. General Office Clerks are responsible for copying and compiling records and reports, posting data in reports, and preparing mail. Skills in office procedures, accounting principles, and job seeking are included in the curriculum.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Office Assistant

Average time to complete program: 3 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553470

The Office Assistant program prepares the student with the skills necessary to work as an Office Clerk including inter-office communication, accounting, record keeping, and computer proficiency. Students who successfully complete the program are prepared to enter the job market at entry-level.

See also:

M.T.I. Business College, Inc., Stockton ... (209) 957-3030
Worldwide Educational Systems, Stockton ... (209) 951-1174

ASSESSMENT CODES

California Occupational Guide #261

Specific Vocational Preparation = 4.0 (3 to 6 months)

RML G V N S P Q K F M E C
GED: 3 1 2 APTITUDES: 3 3 3 4 4 2 4 3 3 5 5

INTERESTS: Clerical

GOE Code: 07.07.01

FILE CLERKS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North Street
Manteca, CA. 95336
(209) 825-3100

Career Office Training

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Knowledge of beginning typing
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 553410

During the first semester, the course offers simulated office work in a choice of areas such as accounts receivable/payable clerk, clerk typist, payroll clerk, and other office related occupations. Students may choose legal or medical office studies. The second semester offers on-the-job training at community business offices. Employability instruction is also offered. This includes resume writing, letters of application, and interviewing techniques.

See also:

Tracy Joint Union High School, Tracy ... (209) 831-5095.
Woodruff Regional Occupational Center, Stockton ... (209) 953-4606.
Escalon High School, Escalon ... (209) 838-7073.

ADULT SCHOOL COURSES

Lodi Adult School
542 E. Pine St.
Lodi, CA. 95240
(209) 953-8605

Beginning Office Skills

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: None
Program Requirements: N/A
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Lodi Unified School District adult residents
OES Code: 553210

This program is an introduction to the world of work and the variety of skills required for entry level clerical-related jobs. The student will be introduced to computers, filing, telephone techniques, business English, and career analysis.

See also:

Manteca Adult School ... (209) 825-3100
Stockton Adult School ... (209) 953-4256

FINANCIAL MANAGERS

DOT Code:
186.117-070
186.167-086
186.117-078

TITLE
TREASURER, FINANCIAL INSTITUTION
MANAGER, FINANCIAL INSTITUTION
VICE PRES., FINANCIAL INSTITUTION

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 130020

DESCRIPTION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

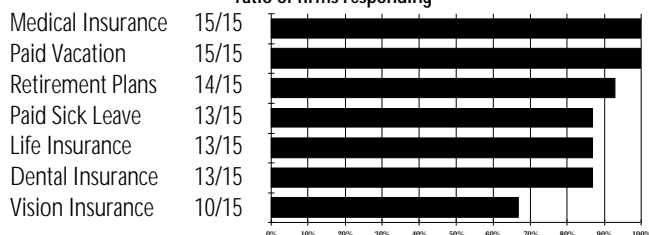
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	NA	NA
Experienced/ New to Firm:	\$12.00 - \$29.00	\$16.86
3+ Yrs. Experience with Firm:	\$15.50 - \$35.00	\$21.51

This occupation includes a diverse series of positions at varied levels within employing organizations. High ranking persons in this occupation, particularly in large organizations, may earn at rates which substantially exceed the high ends of the above ranges.

BENEFITS

ratio of firms responding



Some employers provide additional benefits such as stock options, profit sharing, or educational assistance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,210 – very large
Growth Rate (per yr.):	1.4%, average
Job Growth (92-99):	110
Separations (92-99):	110

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards. Employers do not hire inexperienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
State Commercial Banks	9%	6022
Savings Institutions, ex. Federal	7%	6036
National Commercial Banks	3%	6021
Offices & Clinics of Medical Doctors	3%	8011
Labor Organizations	3%	8631

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent hires have completed the BA. Some report completion of the CPA, MA or MBA.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 1 to 5 years prior experience in the position, although some will substitute general managerial experience for experience in this occupation.

VERY IMPORTANT SKILLS

Technical:

Problem solving skills, Verbal presentation skills
Ability to read and comprehend information quickly
Ability to use a computer, Knowledge of business math
Knowledge of regulations affecting financial institutions
Ability to use a personal computer
Ability to hire/assign personnel
Knowledge of conventional loans
Knowledge of budget analysis work
Familiarity with computerized accounting systems
Knowledge of financial planning
Knowledge of database management principles

Personal:

Ability to work under pressure
Ability to motivate others, Public contact skills
Ability to work independently
Oral communication skills, Ability to write effectively
Ability to plan and organize the work of others

MODERATELY IMPORTANT SKILLS

Technical:

Ability to perform advanced mathematical computations
Report writing skills, Knowledge of cost accounting
Knowledge of cost analysis work
Familiarity with statistical analysis
Familiarity with actuarial tables and probability of loss
Knowledge of securities analysis work

OCCUPATIONAL MOBILITY

Many employers promote from lower ranking occupations such as consumer loan representative, operations officer or various supervisory positions into this occupation, and promote from this occupation into higher ranking occupations such as regional manager or vice president.

This is a career track occupation. Although many employers recruit through newspaper advertisements, many also promote from within into this occupation. Employers do not report hiring unsolicited walk-ins.



FINANCIAL MANAGERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE:NA

Certificate: None available at SJDC

Top Code: None

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Business Management

Average time to complete program: 12 quarters
Approximate cost to complete: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 130140

The business management program has been developed to include a significant concentration in accounting providing the student with the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques.

Please refer to Humphrey's Administrative Assistant and Executive Office Administration program for further information.

See also:

M.T.I. Business College Inc., Stockton

...(209) 957-3030.

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #260

Specific Vocational Preparation = 9 (Over 10 years)

	R	M	L				G	V	N	S	P	Q	K	F	M	E	C
GED:	5	5	5														
APTITUDES:							1	1	2	3	3	3	4	4	4	5	5

INTERESTS: Lead, Influence

GOE Code: 11.05.02

FIREFIGHTERS

DOT Code:
373.364-010
373.663-010
452.687-014

TITLE
FIRE FIGHTER
FIRE FIGHTER - FIRE, CRASH, RESCUE
FOREST FIRE FIGHTER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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11 FIRMS RESPONDING

OES Code: 630080

DESCRIPTION

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$10.50 - \$14.25	\$12.98	\$ 5.75 - \$15.00	\$12.98
Experienced/ New to Firm:			
\$10.50 - \$15.25	\$13.94	\$ 9.75 - \$15.00	\$12.98
3+ Yrs. Experience with Firm:			
\$11.75 - \$18.50	\$15.38	\$13.00 - \$17.50	\$15.14

Full-time employees in this sample average 55 hours per week. Some employers hire on-call workers who average approximately 32 hours per week. 25% of the employment in this sample is on-call and most employers report more than one shift.

BENEFITS

ratio of firms responding

Medical Insurance	11/11	
Paid Vacation	11/11	
Retirement Plans	11/11	
Paid Sick Leave	11/11	
Life Insurance	10/11	
Dental Insurance	10/11	
Vision Insurance	8/11	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	280- medium
Growth Rate (per yr.):	-0.5%, decline
Job Growth (92-99):	-10
Separations (92-99):	60

SUPPLY/DEMAND ASSESSMENTS

Employers report no difficulty finding either experienced or inexperienced applicants who meet their hiring standards.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	94%	9030
State Government	6%	9020

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent, and a combination of 3 months or more of vocational training and on-the-job training. Many have AA degrees.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 to 12 months prior experience but many will substitute 12 months or more of experience as a volunteer firefighter or paramedic.

VERY IMPORTANT SKILLS

Physical:

Ability to pass a pre-employment medical examination
Possession of agility and coordination
Good vision
Good hearing
Ability to pass a physical performance test
Ability to climb to high places

Technical:

Ability to administer emergency first aid
Ability to take vital signs
Problem solving skills
Ability to write effectively
Knowledge of local streets

Personal:

Ability to work under pressure
Ability to interact well with others
Willingness to work with close supervision
Possession of a clean police record
Public contact skills
Ability to work independently
Ability to handle crisis situations
Basic math skills

Basic:

Ability to think logically
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

OCCUPATIONAL MOBILITY

Most employers hire through newspaper advertisements, and some through community organizations.

Many employers report promoting into this occupation from positions such as safety officer, and most report promoting from this occupation into higher ranking positions such as fire engineer or captain.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING:

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Firefighter, Volunteer Firefighter

30 days	3	6	9	12	18	24	30	36	42	48
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FIREFIGHTERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Fire Science Technology

Average time to complete program: 33 units
Approximate cost to enroll: \$ 429*
Other fees: Parking, book fees vary
Program requirements: Completion of 32 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 630080
Gov. program classification/code: TOP/213310

This program is designed to teach students entry-level skills needed to gain employment in the area of fire protection, fire safety engineer, and in forestry fire protection. Instruction and training is provided in professional fire protection and related fields of employment.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lodi Career Center
420 S. Pleasant Avenue
Lodi, CA. 95240
(209) 331-7616

Fire Science

Average time to complete program: 9 months
Approximate cost to enroll: No registration fee
Other fees: \$25.00 materials fee (adults)
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 630080

This course gives the students an opportunity to explore the many occupational fields related to Fire Science. Basic fire fighting knowledge and skills are obtained through classroom and training-ground activities. Areas covered include equipment, ladders, fire chemistry, hoses, rescue apparatus, first aid, CPR, and testing procedures for job placement. A grade of 85% meets the classroom portion of the State certification for Fire Fighter I.

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #241

Specific Vocational Preparation = 6 (1 to 2 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	2	3		3	3	4	2	4	4	3	4	2	2	3

INTERESTS: Protective

GOE Code: 04.02.04

FIRST LINE SUPERVISORS & MGRS. CLERICAL ADMINISTRATOR

San Joaquin PIC
DEMAND

San Joaquin PIC
QUALITY

San Joaquin PIC
TARGET

17 FIRMS RESPONDING

OES Code: 510020

DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate the activities of clerical and administrative support workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

WAGES/BENEFITS

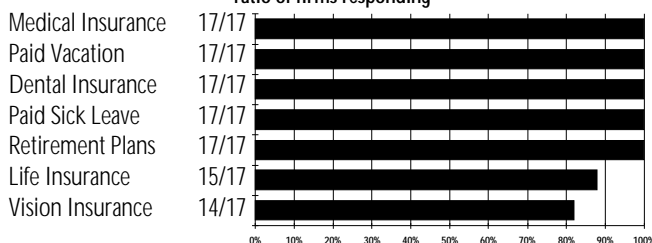
Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 7.00 - \$14.50	\$10.72
Experienced/ New to Firm:	\$ 8.00 - \$15.50	\$12.12
3+ Yrs. Experience with Firm:	\$ 9.00 - \$16.75	\$14.45

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 7.00 - \$14.50	\$10.61
Experienced/ New to Firm:	\$ 8.00 - \$15.50	\$12.95
3+ Yrs. Experience with Firm:	\$ 9.00 - \$17.50	\$14.45

Few employers are unionized and pay toward the top end of the above wage ranges.

BENEFITS

ratio of firms responding



Most employers provide benefits but share the cost with employees. Many employers also hire part time, and provide similar benefits to part time employees. Work week for part time employees averages 30 hours per week.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	2,370— very large
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	190
Separations (92-99):	350

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding inexperienced and a little difficulty finding experienced applicants who meet their hiring standards. Turnover, promotions and growth will create limited job opportunities for qualified applicants.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	12%	9030
Offices & Clinics of Medical Doctors	6%	8011
Savings Institutions, Ex. Federal	5%	6036
National Commercial Banks	4%	6021

FIRST LINE SUPERVISORS/MGRS.
CLERICAL ADMINISTRATION

DOT Code:

216.132-010

241.137-014

209.132-010

211.137-022

TITLE

SUPERVISOR, ACCOUNTING CLERKS

SUPERVISOR, CUSTOMER-COMPLAINTS CLERK

SUPERVISOR, PERSONNEL CLERKS

SUPERVISOR, TELLERS

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all recent hires by employers in the sample have completed high school or the equivalent and some have attended college. Some employers hire applicants with 6 to 9 months vocational training in secretarial or office studies or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 12-24 months prior experience in the occupation or in a related occupation such as lead clerk or a clerical function such as customer service, bookkeeper or other technical position. Employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to manage an activity or department
Supervision skills, Customer service skills
Ability to plan and organize the work of others
Ability to analyze and solve problems
Office management skills, Ability to use a computer terminal
Ability to use a computerized information system
Ability to plan office operations
Ability to analyze workflow processes
Knowledge of word-processing software
Ability to use personal computers
Ability to motivate others, Ability to hire/assign personnel
Report writing skills, Record keeping skills
Ability to interpret data, Verbal presentation skills
Performance appraisal skills

Personal:

Ability to interact well with others
Ability to read and follow instructions
Ability to work with independently, Attention to detail
Ability to follow oral instructions
Ability to write legibly, Ability to proofread

Most employers seek applicants with computer word-processing and spreadsheet skills, and many also seek knowledge of data base and/or desktop publishing software, and comment that interpersonal skills in mediation and counseling, and sales skills are becoming increasingly important. Employers report that applicants need the ability to compute interest, discounts and use basic statistics, and must be able to prepare business letters and summary reports. They rate recent hires excellent in areas such as honesty, attendance, cooperativeness and grooming.

OCCUPATIONAL MOBILITY

From

To

Branch manager, Controller

Assistant manager

First line Supervisor, Admin. Support

Teller, Receptionist, General Office Clerk/Service Representative

Most employers report promoting employees into this occupation from lower ranking occupations such as sales, customer or financial services representative, accounting, bookkeeping or other clerical occupations. Most also report promoting from this occupation to higher ranking occupations such as controller, assistant or branch manager. Most employers recruit through newspaper ads and in-house promotions, but some also hire unsolicited walk-ins, through EDD or employee referrals.

FIRST LINE SUPERVISORS & MGRS. CLERICAL ADMINISTRATOR TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Office Management

Average time to complete program: 36.5 - 37.5 units
Approximate cost to enroll: \$ 474 - \$487*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510020
Gov. program classification/code: TOP/050630

This program prepares students for entry-level employment as an office manager. The office manager is usually responsible for and coordinates many office activities. Most office managers cooperate with other department heads. Promotion to a position such as office manager is usually dependent on educational background and demonstrated skills.

*Program cost is calculated at \$13 per unit for CA residents.

ADULT SCHOOL COURSES:NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

M.T.I. Business College
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Executive Secretary

Average time to complete program: 8 months
Approximate cost to enroll: \$ \$4,305.00
Other fees: \$ 785.00
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED or Ability to Benefit Test
Open entry/ Open exit: yes
What is received upon completion: Diploma
Target students: Adults
OES Code: 510020

This program focuses on the preparation in secretarial and administrative office management procedures. Students who successfully complete this program can work as an Executive Secretary or Office Manager.

See also:

Humphreys College	... (209) 478-0800
Heald Business College	... (209) 477-1114
Worldwide Educational Services	... (209) 951-1174

ASSESSMENT CODES

California Occupational Guide #N/A

Specific Vocational Preparation: 6.4 (In some cases, 12 to 24 months, in others, 2 to 4 years)

	R M L	G V N S P Q K F M E C
GED:	5 5 5	2 2 3 4 3 3 4 4 4 5 5

INTERESTS: Lead, Influence

GOE Codes: 11.12.01

FIRST LINE SUPERVISORS & MANAGERS MECHANICAL REPAIR/INSTALLERS

DOT Code:
184.167-050
185.164-010
187.167-142

TITLE
MAINTENANCE SUPERVISOR
SERVICE MANAGER
MANAGER, SERVICE DEPARTMENT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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17 FIRMS RESPONDING

OES Code: 810020

DESCRIPTION

First Line Supervisor and Manager/Supervisor directly supervise and coordinate the activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.50 - \$12.50	\$10.00
Experienced/ New to Firm:	\$ 7.50 - \$14.75	\$14.00
3+ Yrs. Experience with Firm:	\$12.00 - \$17.00	\$16.15

BENEFITS

ratio of firms responding

Medical Insurance	16/16	100%
Paid Vacation	15/16	94%
Dental Insurance	13/16	81%
Retirement Plans	10/16	63%
Life Insurance	9/16	56%
Paid Sick Leave	8/16	50%
Vision Insurance	7/16	44%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	610- large
Growth Rate (per yr.):	1%, slower than average
Job Growth (92-99):	40
Separations (92-99):	120

SUPPLY/DEMAND ASSESSMENTS

Employers experience some difficulty finding experienced applicants but little difficulty finding inexperienced applicants who meet their hiring standards. Growth and turnover creates job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
New & Used Car Dealers	10%	5511
Local Government	7%	9030
Wood Products, NEC	6%	2499
Telephone Communications, Ex. Radio	5%	4813
General Automotive Repair Shops	5%	7538

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Many report most recent hires have completed 3 months or more of vocational training or a formal apprenticeship.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 months or more of prior experience in the occupation, but some will substitute 12 months or more of experience as a mechanic or repairer for supervisory experience. Many employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

- Ability to plan and organize the work of others
- Ability to conduct performance appraisals
- Knowledge of the technical aspects of subordinates' duties
- Ability to give oral instructions
- Problem solving skills
- Ability to follow safe equipment operating practices
- Ability to explain and follow grievance procedures
- Business math skills
- Ability to write effectively
- Ability to maintain shop and service records
- Office management skills
- Understanding of the collective bargaining process

Personal:

- Ability to set work priorities
- Ability to manage unexpected situations or circumstances
- Ability to manage a multicultural workforce
- Ability to deal effectively with difficult individuals
- Willingness to work with close supervision
- Ability to work independently
- Ability to work under pressure
- Ability to motivate others
- Interpersonal skills
- Customer service skills

Basic:

- Oral communication skills
- Ability to follow written instructions

OCCUPATIONAL MOBILITY

Many employers report promoting into this position from craft positions as mechanic or an allied occupation, and some promote from this occupation into higher ranking managerial positions.

Most employers report hiring into this position through newspaper advertisements, and many through unsolicited walk-ins. Some hire through employee referrals, private employment agencies or EDD.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING:

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Mechanical Repair Supervisor, Manager

30 days	3	6	9	12	18	24	30	36	42	48
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FIRST LINE SUPERVISORS & MANAGERS MECHANICAL REPAIR TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 4740-5151

Machine Shop Technology

Average time to complete program: 52 units
Approximate cost to enroll: \$ 676*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 851100
Gov. program classification/code: TOP/094500

This program provides the necessary knowledge and skills to enter the trade by developing skills in operation of the lathe, milling machine, shapers, grinders, and heat treating.

*Program cost is calculated at \$13 per unit for CA residents.

APPRENTICESHIP PROGRAMS

San Joaquin Valley Automotive Trades J.A.C.
121 E. Vine St.
Stockton, CA. 95202
(209) 466-9592

Automotive - Mechanic

Average time to complete program: 4 years
Approximate cost to enroll: No fee
Other fees: \$ 7,500.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility & coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. diploma or G.E.D.
OES Code: 853020

Apprentices in this program are trained in repairs and maintenance of automobiles, trucks, and farm equipment. Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or front-end Mechanics. San Joaquin Delta College provides the classroom training for this program and requires that students read at proficiency level II for enrollment in the apprenticeship classes.

ASSESSMENT CODES

California Occupational Guide #136

Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C
GED: 4 4 4 APTITUDES: 2 2 3 3 3 4 4 3 3 3 3

INTERESTS: Mechanical

GOE Codes: 05.05.05

REGIONAL OCCUPATIONAL CENTER PROGRAM

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Automotive Technology

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program Requirements: "C" average or better
Prerequisites: None
Open entry/Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 853020

This is a vocational automotive course with the objective of providing the student with the opportunity to acquire entry level skills in automotive repair. Hands-on training with specialized equipment is used in testing and repairing today's complex automobiles. The second semester will be conducted under the "Community Classroom Concept", with the student placed in auto repair shops for training.

See also:

Escalon High School, Escalon ... (209) 838-7073.
Lodi Career Center, Lodi ... (209) 331-7616.
Tracy Joint Union High School, Tracy ... (209) 831-5095.
Woodruff Regional Occupational Center, Stockton ... (209) 953-4606.

ADULT SCHOOL COURSES

Tracy Adult School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5034

Automobile Mechanics

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 853020

This course instructs student in the basics of auto mechanics and small engine repair. Students can gain entry-level skills to work as Auto Mechanics or Small Engine Repairers.

See also:

Manteca Adult School, Manteca ... (209) 825-3100.

FIRST LINE SUPERVISORS & MANAGERS PRODUCTION

DOT Code:
500.131-010
529.132-014
539.137-014

TITLE
SUPERVISOR
PLANT SUPERVISOR
PRODUCTION SUPERVISOR

San Joaquin PIC DEMAND San Joaquin PIC QUALITY San Joaquin PIC TARGET



16 FIRMS RESPONDING

OES Code: 810080

DESCRIPTION

First Line Supervisor and Manager/Supervisors-Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisor may also engage, in part, in the same production work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

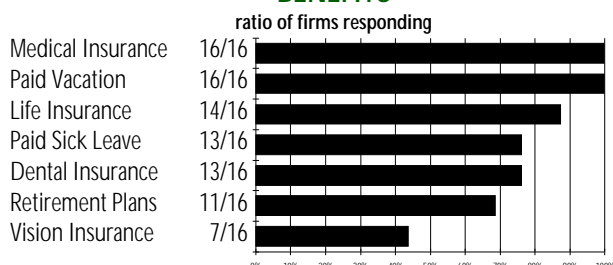
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 8.75 - \$19.25	\$14.40
Experienced/ New to Firm:	\$ 8.75 - \$21.50	\$12.00
3+ Yrs. Experience with Firm:	\$10.50 - \$24.00	\$20.65

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 8.75 - \$19.25	\$12.97
Experienced/ New to Firm:	\$ 8.75 - \$24.00	\$14.02
3+ Yrs. Experience with Firm:	\$10.50 - \$29.00	\$17.14

Only half of the employers in this sample hire entry level staff without experience. Earnings in this occupation are usually calculated by monthly or annual salaries.

BENEFITS



In most cases (10 of 16) employers and employees share the cost of the benefits.

OCCUPATIONAL MOBILITY

FROM

TO

Plant Superintendent/Manager

First Line Supervisor-Manager/Production

Floor Supervisor/Foreman

Machine Operator/Line person

Most employers promote into this position from positions such as lead person or machine operator which provide experience with production processes, and promote from this position into higher management positions such as shift supervisor or plant superintendent.

94% of employers indicate that they recruit through in-house promotions, and 43% through newspaper advertisements and the Employment Development Department (EDD).

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Educational and training requirements vary on the basis of industry and other factors. Most employers report that most recent hires have completed high school or the equivalent. Many, however, report that most recent hires have completed a BA degree. Most do not require vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 4 to 48 months of prior experience as a first line supervisor but some will substitute experience in a related field such as engineering or work with production processes.

Almost all employers in this sample recruit employees by in house promotion or transfer. Employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to give oral instructions
Ability to plan and organize the work of others
Ability to follow safe equipment operating practices
Knowledge of the technical aspects of subordinates' duties
Problem solving skills, Record keeping skills
Ability to explain and follow grievance procedures
Ability to conduct performance appraisals, Ability to write effectively

Personal:

Ability to set work priorities, Ability to motivate others
Ability to work independently, Interpersonal skills
Ability to work under pressure, Ability to manage a multicultural workforce
Ability to deal effectively with difficult individuals
Ability to manage unexpected situations or circumstances
Ability to manage multiple priorities, Possession of mechanical aptitude

Basic:

Oral communication skills, Ability to read and follow instructions
Ability to write legibly, Basic math skills

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	670 - large
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	50
Separations (92-99):	130

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty in finding inexperienced applicants who meet their hiring standards, but some difficulty finding experienced applicants who meet hiring standards. Turnover and promotions create most occupational opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Canned Fruits and Vegetables	13%	2033
Millwork	5%	2431
Beet Sugar	4%	2063
Cheese, Natural & Processed	4%	2022
Wines, Brandy, and Brandy Spitsits	3%	2084
Plastic Pipe	3%	3084
Flat Glass	3%	3211

EDUCATION: Educational Requirements vary by industry

Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)

VOCATIONAL TRAINING: *Most employers do not require vocational training*

30 days 3 6 9 12 18 24 36 48 60

EXPERIENCE: First Line Supervisors & Managers Production

30 days 3 6 9 12 18 24 30 36 42 48

FIRST LINE SUPERVISORS & MANAGERS PRODUCTION TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA 95207
(209) 474-5151

REGIONAL OCCUPATIONAL CENTER PROGRAM: NA

Supervision & Management

Average time to complete program: 24-28 units
Approximate cost to enroll: \$ 312 - \$ 364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510100
Gov. program classification/code: 050630

This program prepares students to work as managers or supervisors in a variety of fields. A manager develops company or department policies, coordinates activities, and supervises and directs personnel to attain operational goals. Students enrolled in this program learn concepts and skills such as business math and law, techniques of supervision management, accounting, and the use of microcomputers enabling them to work as successful managers.

ASSESSMENT CODES

California Occupational Guide No.: No Data Available

Specific Vocational Preparation: 8 (4 to 10 years)

GED: R M L APTITUDES: G V N S P Q K F M E C
5 4 4 2 2 3 2 3 3 4 4 4 5 5

INDUSTRY: (Any Industry)

GOE Codes: 05.02.03 – Processing & Manufacturing

FIRST LINE SUPERVISORS & MANAGERS – SALES

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:	TITLE
187.167-138	MANAGER, SALES
299.137-010	MANAGER, DEPARTMENT
185.167-018	MANAGER, DISTRIBUTION WAREHOUSE
185.167-046	MANAGER, RETAIL STORE
186.167-034	MANAGER, INSURANCE OFFICE

16 FIRMS RESPONDING

OES Code: 410020

DESCRIPTION

First Line Supervisors and Manager in Sales and Related occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$14.50	\$ 8.61
Experienced/ New to Firm:	\$ 6.50 - \$21.00	\$10.54
3+ Yrs. Experience with Firm:	\$ 8.75 - \$28.00	\$12.78

As noted in the 'Types of Information Provided' portion of this report, extreme wages reported for the experienced categories can be attributed to the advanced level of experience associated with this occupation.

BENEFITS

ratio of firms responding

Medical Insurance	16/16	100%
Paid Vacation	16/16	100%
Dental Insurance	16/16	100%
Retirement Plans	15/16	93%
Life Insurance	13/16	81%
Paid Sick Leave	11/16	69%
Vision Insurance	10/16	63%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	2,200 – very large
Growth Rate (per yr.):	2.4%, much faster than average
Job Growth (92-99):	320
Separations (92-99):	230

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, and little difficulty finding inexperienced but qualified applicants. Both turnover and growth create employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Grocery Stores	10%	5411
Department Stores	6%	5311
New & Used Car Dealers	5%	5511
Lumber & Other Building Materials	4%	5211
Subdividers & Developers, NEC	4%	6552
Photofinishing Laboratories	3%	7384

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Educational and training requirements vary widely depending upon position and industry. Most employers report that recent new hires have completed high school or the equivalent, but many report that new hires have completed 2 or more years of college. Most recent new hires have not had any vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 months or more prior work experience in the position, although many will substitute related work in sales or prior training.

VERY IMPORTANT SKILLS

Technical:

Ability to plan and organize the work of others
Ability to manage an activity or department
Knowledge of business math, Performance appraisal skills
Knowledge of sales techniques
Report writing skills, Verbal presentation skills

Personal:

Customer service skills, Oral communication skills
Public contact skills, Problem solving skills
Supervision skills, Ability to motivate others
Ability to work independently
Ability to follow oral instructions
Ability to interact well with others
Ability to work under pressure
Ability to write effectively, Ability to write legibly
Ability to read and follow instructions

Basic:

Ability to give oral instructions

MODERATELY IMPORTANT SKILLS

Technical:

Ability to hire/assign personnel, Record keeping skills
Knowledge of bookkeeping procedures
Ability to maintain financial records

OCCUPATIONAL MOBILITY

FROM

TO

Management

First Line Supervisor, Sales

Assistant Sales Manager

Sales Representative

Most employers promote to this position from lower ranking positions such as sales person or sales representative, or positions providing industry or product specific experience.

RETICAPCODE: AA, Bk with emphasis in Business												
Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)												
VO: CATIONAL TRAINING: NA												
30 days	3	6	9	12	18	24	30	36	42	48		
EXPERIENCE: Sales Related Industry Specific												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Supervision & Management

Average time to complete program: 24 - 28 units
Approximate cost to complete: \$312 - \$364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510020
Gov. program classification/code: TOP/050100

This program prepares students to work as managers or supervisors in a variety of fields. A manager develops company or department policies, coordinates activities, and supervises and directs personnel to attain operational goals. Students enrolled in this program learn concepts and skills such as business math and law, techniques of supervision management, and the use of microcomputers enabling them to work as successful managers.

*Program cost is calculated at \$13 per unit for CA residents.

Please refer to Delta's Merchandising program for more information.

OTHER TRAINING PROGRAMS

Worldwide Educational Services
555 W. Benjamin Holt
Stockton, CA. 95207
(209) 951-1174

Management Trainee

Average time to complete program: 3-5 months
* Approximate cost to enroll: \$2,825
Other fees: None
Program requirements: "C" average or better
Prerequisites: Entrance assessment
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: 18+ yrs. of age; re-entry population; students usually possess work experience
OES Code: 190050

Worldwide's Management Trainee program includes overview of management trainee skills including supervisory, operational, & human relations areas, as well as computer applications. Occupations for which the students are trained include positions in hospitality, retail, food service, and financial services.

FIRST LINE SUPERVISORS & MANAGERS – SALES TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

General Merchandising

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 490110

General Merchandising is designed for those students interested in obtaining employable skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" training.

See also:

Woodruff Regional Occupational Center, Stockton

... (209) 953-4606

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #242

Specific Vocational Preparation: 6.6 (In some cases, 12 to 24 months, in others, 2 to 4 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	4	4		2	2	3	4	4	4	4	5	5	5	4

INTERESTS: Lead, Influence

GOE Codes: 11.11.04

FOOD PREPARATION WORKERS

DOT Code:

317.687-010
316.684-014
318.687-010
317.384-010

TITLE

COOK HELPER
DELI CUTTER-SLICER
KITCHEN HELPER
SALAD MAKER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 650380

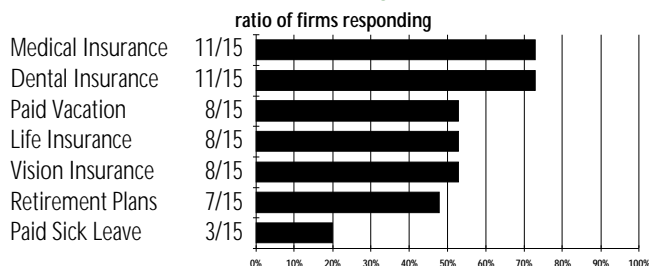
DESCRIPTION

Food Preparation Worker perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 5.50	\$ 5.00
Experienced/ New to Firm:	\$ 4.50 - \$ 7.00	\$ 5.17
3+ Yrs. Experience with Firm:	\$ 4.50 - \$ 8.00	\$ 6.50
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 5.50	\$ 5.00
Experienced/ New to Firm:	\$ 5.00 - \$ 7.00	\$ 5.25
3+ Yrs. Experience with Firm:	\$ 5.25 - \$10.00	\$ 6.50

BENEFITS



Most employers offer benefits to their full-time employees and share the cost of benefits. Most employers offer part-time employment which averages 22 hours per week. Many employers do not offer benefits to part-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	2,710 – very large
Growth Rate (per yr.):	4%, much faster than average
Job Growth (92-99):	600
Separations (92-99):	580

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding experienced applicants, but little difficulty finding inexperienced applicants who meet their hiring standards. Most employers expect business to remain stable. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	60%	5812
Elementary and Secondary Schools	15%	8211
Grocery Stores	9%	5411

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that employees in this occupation have a high school diploma or its equivalent. Some employers require 6 months or more of culinary training.

EXPERIENCE & OTHER REQUIREMENTS

Employers report that 3-6 months of experience as a food preparation worker is sometimes required, but most employers will sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Knowledge of food preparation
Ability to read food charts or menus
Ability to handle multiple food orders
Knowledge of food baking

Physical:

Ability to stand for prolonged periods
Ability to lift at least 30 lbs.
Ability to taste and smell
Personal:
Ability to work independently
Willingness to work with close supervision
Ability to work rapidly
Willingness to work evenings
Willingness to work part-time or on call

Basic:

Ability to follow oral instructions
Ability to interact well with others
Ability to read and follow instructions
Meet employer grooming standards

Most employers indicate that most recent hires excel in honesty. Some employers report that applicants not hired are deficient in areas such as grooming and speaking clearly.

OCCUPATIONAL MOBILITY

FROM

TO

	Kitchen Supervisor/Manager
	Cook
Food Preparation Worker	
Dishwasher/Bus Person	

Most employers report promoting to this occupation from positions as dishwasher or bus person. From this occupation most employers report that they promote to the occupation of cook.

Most employers recruit through in-house promotions, employee referrals and newspaper ads. Many, however, also hire unsolicited walk-ins. Some employers use aptitude tests or medical/physical exams as part of their application process.

FOOD PREPARATION WORKERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Culinary Arts

Average time to complete program: 36 units*
Approximate cost to enroll: \$ 468
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking advanced culinary skills
OES Code: 650260
Gov. program classification/code: TOP/300210

This program is designed in a similar manner that the Basic program is structured. However, it provides students with advanced skills in culinary arts.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy High School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5100

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

ADULT SCHOOL COURSES:NA

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

California Occupational Guide #366

Specific Vocational Preparation = 3.5 (30 days to 3 months)

RML	G V N S P Q K F M E C
GED: 4 3 3	APTITUDES: 3 4 4 4 3 4 4 4 3 5 4

INTERESTS: Mechanical

GOE Code: 05.10.08

FOOD SERVICE MANAGERS

DOT Code:
187.167-210
187.167-106
187.167-026

TITLE
DIRECTOR, FOOD & BEVERAGE
MANAGER, FOOD SERVICE
DIRECTOR, FOOD SERVICES

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 150261

DESCRIPTION

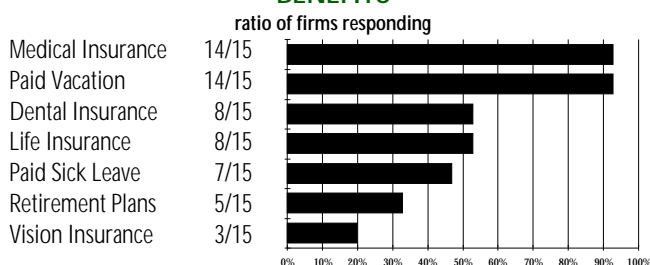
Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Please include Food and Beverage Directors.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.25- \$11.50	\$ 7.83
Experienced/ New to Firm:	\$ 8.00- \$12.00	\$ 8.50
3+ Yrs. Experience with Firm:	\$10.50- \$15.00	\$11.63

Many employers in this occupation are required to work long hours at varying shifts. Full time positions average between 46 hours per week.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	430- medium
Growth Rate (per yr.):	5.5%, much faster than average
Job Growth (92-99):	120
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, and little difficulty finding qualified but inexperienced applicants. Turnover creates most job opportunities.

Most job opportunities are found through in-house promotion. Newspaper advertisements and current employee referral account for some employee recruitment.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	88%	5812
Drinking Places	6%	5813

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Many prefer a high school diploma although most will hire applicants with a GED. Most recent hires have not had any vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers always require work related experience and training. Most employers require 6-24 months of prior experience as a food service manager or related occupations such as restaurant cook or shift leader.

VERY IMPORTANT SKILLS

Technical:

Ability to manage an activity or department
Ability to plan and organize the work of others
Knowledge of purchasing procedures
Knowledge of food preparation
Knowledge of inventory techniques

Personal:

Customer service skills
Public contact skills
Ability to work under pressure
Ability to motivate others, Knowledge of business math
Ability to hire/assign personnel
Performance appraisal skills
Ability to read and follow instructions
Ability to follow oral instructions, Oral communication skills
Ability to interact well with others
Willingness to work with close supervision
Ability to interact well with others, Ability to write legibly

Basic:

Problem solving skills

MODERATELY IMPORTANT SKILLS

Technical:

Record keeping skills, Knowledge of catering
Ability to use a computer terminal

Personal:

Ability to write effectively
Ability to maintain financial records

OCCUPATIONAL MOBILITY

FROM

TO

General Manager/District Manager
Food Service Manager
Crew Leader/Assistant Food Service Manager
Crew Person (wait staff, line person, bar staff)

Employers promote into this occupation from a wide variety of lower ranking food service occupations such as food server, bartender, cook or crew leader, and will promote from this occupation into higher ranking managerial positions such as shift manager, or assistant manager. Larger organizations promotion from this position to general manager or district manager.

OCCUPATION: AA, B&W, complete to Business												
Less than 1 yr.	1 yr.	2 yr.	3 yr.	4 yr.	5 yr.	6 yr.	7 yr.	8 yr.	9 yr.	10 yr.	11 yr.	12 yr.
VOCATIONAL TRAINING: NA												
30 days	3	6	9	12	15	18	24	30	36	42	48	
EXPERIENCE: Food Service Manager, Assistant Manager, Shift Leader												
30 days	3	6	9	12	15	18	24	30	36	42	48	

SAN JOAQUIN DELTA COMMUNITYCOLLEGE

Certificate: No certificate program is available at SJDC. However, the following courses, with the addition of the three (3) math/business courses, will earn the student an **Advanced Culinary Arts** Certificate, and provide students with the skills needed to adequately perform the functions of this occupation.
Certification Requirements: A minimum of 36 units is required

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Culinary Arts

Average time to complete program: 36 units
Approximate cost to enroll: \$ 468*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking advanced culinary skills
OES Code: 650260
Gov. program classification/code: TOP/300210

This program is designed in a similar manner that the Basic program is structured. However, it provides students with advanced skills in culinary arts.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

FOOD SERVICE MANAGERS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5095

Food Educational & Service Training (FEAST)

Average time to complete program: 4 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Interest in food service industry
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 650080

Students who successfully complete this course learn entry-level skills to work as host/hostess, busperson, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide # 503

Specific Vocational Preparation: 7.4 (2 to 4 months)

RML GVNSPQKFMEC
GED: 4 4 4 APTITUDES: 2 2 2 3 3 4 4 4 5 4

INTERESTS:Lead, Influence

GOE Code: 11.11.04

FREIGHT, STOCK & MATERIAL MOVERS – HAND

DOT Code:
914.687-014
929.687-030
412.687-010
579.687-018

TITLE
LOADER HELPER
MATERIAL HANDLER
COMMISSARY ASSISTANT
FLOOR ATTENDANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 987990

DESCRIPTION

Freight, stock and material movers include workers who move materials manually. These workers work in factory production areas, shipping departments or warehouses.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$10.25	\$ 5.00
Experienced/ New to Firm:	\$ 4.25 - \$11.50	\$ 6.25
3+ Yrs. Experience with Firm:	\$ 5.50 - \$12.50	\$ 8.69

Some employers are unionized and pay wage rates at the top of the above ranges. Full time positions average 40 hours per week.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,100 – very large
Growth Rate (per yr.):	1.1%, slower than average
Job Growth (92-99):	80
Separations (92-99):	340

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring either experienced or inexperienced applicants who meet their hiring standards. Worker supply is somewhat larger than demand for qualified applicants.

Most employers report hiring unsolicited walk-ins. Many recruit through newspaper advertisements and/or Employment Development Department listings. Some utilize current employee referrals or private employment agencies.

WHERE THE JOBS ARE

	Percent	SIC
Grocery Stores	19%	5411
Cereal Breakfast Foods	15%	2043
Millwork	6%	2431
Help Supply Services	4%	7363
Farm Supplies	3%	5191

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent new hires have completed high school or the equivalent, although many report most recent hires have less than high school. Most recent hires do not have vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most do not require but do prefer prior experience as a freight, stock, and materials mover but for those employers that do, they prefer at 3 to 12 months.

VERY IMPORTANT SKILLS

Physical:

Ability to lift at least 100 pounds
Materials handling skills
Loading and unloading skills
Ability to pass a pre-employment physical

Technical:

Knowledge of inventory techniques
Good eye-hand coordination

Personal:

Ability to follow oral instructions
Ability to work independently
Oral communication skills
Ability to write legibly
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Physical:

Ability to use hand tools
Mechanical aptitude

Technical:

Record keeping skills
Ability to do maintenance and minor repairs
Ability to perform basic mathematical computations

Personal:

Willingness to work with close supervision

OCCUPATIONAL MOBILITY

FROM

TO

Foreman

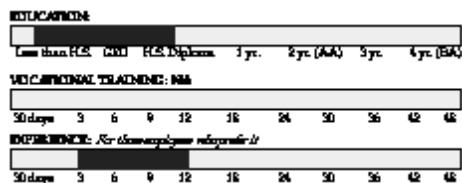
Dispatcher or Supervisor

Lead Loader

Freight, Stock & Material Mover

This is an entry level occupation for most employers. However, some report promoting into this occupation from positions as utility worker, laborer or bagger.

Many promote from this occupation to other higher ranking occupations such as lead loader, foreman, dispatcher or supervisor.



FREIGHT, STOCK & MATERIAL MOVERS – HAND TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Transportation

Average time to complete program: 24 -25 units
Approximate cost to enroll: \$ 312 - \$325*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 971020
Gov. program classification/code: TOP/051001

The Advanced Transportation certificate program prepares students in a wide range of career opportunities related to transportation including traffic managers, truck drivers, clerical personnel, and warehousemen. Opportunities are good in many areas. There are over 10 million persons employed in transportation and related activities.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh St.
Tracy, CA. 9376
(209) 831-5034

Warehousing/Stockkeeping

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 580230

This course is an introduction to warehousing and related physical distribution which employ the second largest group of people in the United States. This course offers interested students the fundamental principles and accepted practices of good warehousing including receiving, storage, stock selection, and OSHA Regulations.

OTHER TRAINING PROGRAMS: NA

ASSESSMENT CODES

California Occupational Guide #63

Specific Vocational Preparation: 2.2 (short demo to 30 days)

GED: R M L APTITUDES: G V N S P Q K F M E C
2 1 1 4 4 4 4 4 4 4 4 4 4

INTERESTS: Mechanical

GOE Code: 05.12.06

FULL CHARGE BOOKKEEPERS

DOT Code:

210.382-046

210.382-014

216.382-022

TITLE

GENERAL LEDGER BOOKKEEPER

BOOKKEEPER

BUDGET CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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18 FIRMS RESPONDING

OES Code: 553380

DESCRIPTION

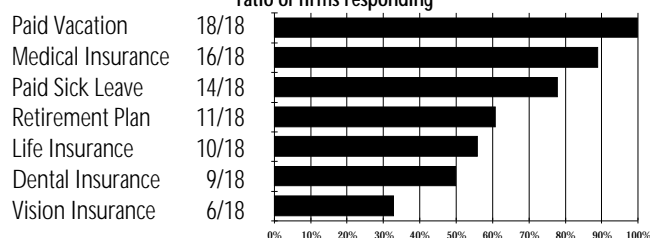
Full-charge bookkeepers compute, classify, and record numerical data to keep complete sets of financial records. They transfer data to general ledgers, balance books, and calculate wages. They may also check the accuracy of figures, calculations, and postings recorded by other workers. They may prepare tax reports, compute monthly statements, and complete books to or through trial balance.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$11.00	\$ 6.98
Experienced/ New to Firm:	\$ 7.00 - \$13.50	\$ 9.09
3+ Yrs. Experience with Firm:	\$ 7.75 - \$19.50	\$ 11.40

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

¹ OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	3,350 – very large
Growth Rate (per yr.):	0.3%, slower than average
Job Growth (92-99):	70
Separations (92-99):	420

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring either inexperienced or experienced applicants who meet their hiring standards. Turnover generates most employment opportunities in this occupation.

Most employers report recruiting new hires through newspaper advertisements. Many use in-house transfers, while some use private employment agencies.

² WHERE THE JOBS ARE

	Percent	SIC
Local Government	7%	9030
Accounting, Auditing & Bookkeeping	4%	8721
Eating Places	4%	5812
Grocery Stores	4%	5411
General Medical & Surgical Hospital	4%	8062
Offices & Clinics of Medical Doctors	3%	8011
Elementary & Secondary Schools	3%	8211

¹ Accounting functions are essential to most business organizations. Thus full charge bookkeepers can be found in many organizations.

² Employers for this occupation were sampled using the DOT code description of Bookkeeper I (210.820-014). Since no local occupational size data is available for the DOT occupation, the equivalent Bookkeeping, Accounting Clerks OES classification forecast data is substituted.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or a GED. However, many prefer a high school diploma. Some employers hire persons with 3-24 months of vocational training or 2-4 years of college.

EXPERIENCE & OTHER REQUIREMENTS

Employers require a minimum of 18 to 24 months prior experience as a bookkeeper, bookkeeping clerk, payroll clerk or similar occupation. Most recent positions filled, however, required 12 to 36 months of experience in bookkeeping, accounting, or auditing.

VERY IMPORTANT SKILLS

Technical:

Ability to use a 10-key adding machine by touch

Knowledge of accounting work

Ability to use a computer terminal

Personal:

Ability to perform basic mathematical computations

Public contact skills, Customer service skills

Ability to read and follow instructions, follow oral instructions

Ability to work under pressure and independently

Ability to interact well with others, Oral communication skills

Basic:

Problem solving skills

Attention to detail

Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Ability to use a personal computer

Knowledge of spreadsheet software, payroll processing

Personal:

Ability to interview others for information

Telephone answering skills

Basic:

Ability to do routine, repetitive work

Ability to write effectively

OCCUPATIONAL MOBILITY

FROM

TO

Accountant

Full Charge Bookkeeper

Accounting Clerk/Bookkeeper

Posting Clerk

Many employers promote from this occupation to higher ranking occupations such as office manager, junior accountant or accountant, or controller.

Many employers report promoting into this occupation from positions such as accounting clerk, bookkeeper, specialist or financial clerk, or bookkeeper helper.

Responsibilities of employees in this occupation vary depending upon size and nature of the firm. In some cases they must combine "full charge" responsibilities with those of lower ranking bookkeeping positions. In others they may assume supervisory responsibilities over other office personnel.

EDUCATION:									
Less than H.S.	(00)	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)			
VOCATIONAL TRAINING:									
30 days	3	6	9	12	18	24	30	36	48
EMPLOYMENT: Bookkeeping, Accounting, Auditing									
30 days	3	6	9	12	18	24	30	36	48

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Vocational Accounting

Average time to complete program: 26 units
Approximate cost to complete: \$388*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553380
Gov. program classification/code: TOP/050220

This program is designed for students planning to enter the job market after completing a two year program at Delta. Opportunities for entry into the accounting profession are good, and the number of accountants needed will increase through the 1990's. The accounting profession is wide open and provides opportunities in private and public accounting with specialized fields from auditing, tax services, management and advisory services, to government and institutional accounting.

*Program cost is calculated at \$13 per unit for CA residents.

Although this program does not offer students direct access to employment as Accountants, it provides them with a strong background in accounting principles.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Accounting Clerk

Average time to complete program: 3 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553380

The Accounting Clerk provides bookkeeping support to any business. Office fundamentals such as basic accounting, computing, typewriting, filing and communication are offered for the student in this program providing the necessary skills for an entry-level accounting clerk position.

See also:

Heald Business College, Stockton
M.T.I. Business College, Stockton

... (209) 477-1114.
... (209) 957-3030.

FULL CHARGE BOOKKEEPERS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lincoln High School
6844 Alexandria Place
Stockton, CA. 95207
(209) 953-8932

Computerized Accounting

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Grade of "C" or better in Accounting
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 553380

This second year course is designed to develop job entry skills necessary to function in an accounting position. Areas of study include: manual and computerized general ledger, accounts payable, accounts receivable, and payroll applications. The student develops skills in typing, filing, and 10-key calculators. The community classroom is used for the second semester. The student is placed within the community in training positions.

See also:

Escalon High School, Escalon

... (209) 838-7073

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh St.
Tracy, CA. 95376
(209) 831-5034

Accountant

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553380

This course offers training in the fundamentals of record keeping for business practice. Students learn how to prepare business journals, ledgers, and other business statements.

See also:

Manteca Adult School, Manteca

... (209) 825-3100.

ASSESSMENT CODES

California Occupational Guide #82

Specific Vocational Preparation = 5.0 (6 to 12 months)

	RML		G V N S P Q K F M E C
GED:	4 4 3	APTITUDES:	3 3 2 4 3 2 3 3 5 5

INTERESTS: Clerical

GOE Code: 07.02.01

GARDENERS & GROUNDSKEEPERS

DOT Code:

406.684-018
406.684-010
406.684-014
406.687-010
408.161-010
408.684-010

TITLE

GARDEN WORKER
CEMETERY WORKER
GROUNDSKEEPER, INDUSTRIAL
LANDSCAPE SPECIALIST
LANDSCAPE GARDENER
LAWN SERVICE WORKER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------



19 FIRMS RESPONDING

OES Code: 790300

EMPLOYER REQUIREMENTS

DESCRIPTION

Gardeners and groundskeepers maintain grounds of public or private property using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small scale landscaping operations. They may dig and prepare graves.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.00 - \$ 6.50	\$ 5.75	\$ 5.75 - \$ 9.25	\$ 9.22
Experienced/New to Firm:			
\$ 5.50 - \$ 7.25	\$ 6.50	\$ 6.00 - \$ 9.25	\$ 9.22
3 + Yrs Experience with Firm:			
\$ 7.50 - \$12.00	\$ 8.00	\$ 8.75 - \$10.75	\$10.71

BENEFITS

ratio of firms responding

Paid Vacation	18/18
Medical Insurance	16/18
Paid Sick Leave	13/18
Dental Insurance	13/18
Retirement Plan	9/18
Life Insurance	8/18
Vision Insurance	8/18

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,090 – very large
Growth Rate (per yr.):	1.9%, faster than average
Job Growth (92-99):	130
Separations (92-99):	90

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding experienced and inexperienced applicants who meet their hiring standards, indicating some competition in job seeking. Job opportunities are created by both turnover and growth.

WHERE THE JOBS ARE

	Percent	SIC
Lawn & Garden Services	95%	0782

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Many employers usually require 3 to 12 months of prior experience in this occupation. Prior work experience in related occupations such as nursery worker may also qualify as acceptable experience.

VERY IMPORTANT SKILLS

Technical:

Ability to maintain equipment
Ability to operate power hand tools
Knowledge of gardening tools
Lawn and garden care skills
Possession of a valid driver's license

Personal:

Ability to work independently
Ability to interact well with others

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of pesticides and herbicides
Ability to operate tractors
Ability to make minor machinery repairs, Sprinkler repair skills
Pruning skills, knowledge of horticulture

Personal:

Possession of mechanical aptitude
Willingness to work with close supervision
Public contact skills

Basic:

Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

Crewleader/Landscape Specialist

TO

Gardener/Groundskeeper

Some employers report promoting employees into this occupation from lower ranking occupations such as laborers, installers, and landscapers. Most report promoting employees into occupations including landscape specialist and lead gardener and groundskeepers.

Most employers report hiring through employee referrals and some through newspaper advertisements, EDD job listings and unsolicited walk-ins.

GARDENERS & GROUNDSKEEPER TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

San Joaquin County High School
3555 Wilmarth Rd.
Stockton, CA. 95215
(209)931-4047

Landscape Gardening

Average time to complete program:	2-4 semesters
Approximate cost to enroll:	No registration fee
Other fees:	None
Program requirements:	Pass or Fail
Prerequisites:	None
Open entry/ Open exit:	yes
What is received upon completion:	Certificate
Target students:	16 yrs. of age +
OES Code:	790140

Landscape Gardening is a course designed especially for students with developmental disabilities, though it is not limited to only students in this category. Students learn valuable skills in greenhouse and landscape work including hoeing, raking, flower bed planting and horticulture. Basic skills in gardening are taught enabling students to gain skills to work as gardeners in greenhouse facilities.

ADULT SCHOOL COURSES:NA

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

Specific Vocational Preparation = 3.9 (3 to 6 months)

INTERESTS: Outdoor

GOE Code: 03.04.04

GENERAL MANAGERS & TOP EXECUTIVES

DOT Code:
189.117-022
188.117-014
185.117-010
187.117-018

TITLE
MANAGER, INDUSTRIAL ORGANIZATION
BUSINESS ENTERPRISE OFFICER
MANAGER, DEPARTMENT STORE
DIRECTOR, INSTITUTION

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 190050

DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise and report them in the appropriate category in the other divisions.

WAGES/BENEFITS

	<i>Range</i>	<i>Median</i>
Entry Level/No Experience:	NA	NA
Experienced/ New to Firm:	\$12.25 - \$32.50	\$23.12
3+ Yrs. Experience with Firm:	\$14.50 - \$33.75	\$28.90

This occupational category includes specific occupational titles which may vary in knowledge requirements, responsibility, occupational rank and pay. Pay may also vary by industry and size of firm. In particular, top executives, especially in larger organizations, may earn at rates which pay considerably above the high end of the ranges shown above.

BENEFITS

ratio of firms responding

Paid Vacation	13/13	
Medical Insurance	13/13	
Dental Insurance	12/13	
Paid Sick Leave	11/13	
Life Insurance	10/13	
Retirement Plan	9/13	
Vision Insurance	8/13	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	4,340— very large
Growth Rate (per yr.):	0.9%, slower than average
Job Growth (92-99):	270
Separations (92-99):	430

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty hiring experienced applicants who meet their hiring standards. Employers do not hire inexperienced applicants for this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	6%	5812
Grocery Stores	4%	5411
Local Government	2%	9030
Individual & Family Services	2%	8322

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Many employers report that most recent hires have completed BA or MA degrees.

EXPERIENCE & OTHER REQUIREMENTS

Employers require 6 months or more prior experience, but sometimes substitute training for experience.

Employers expect skill needs will increase over the next five years for this occupation in areas such as computer use, interpersonal communication, legal knowledge, and organization and management skills.

VERY IMPORTANT SKILLS

Technical:

Ability to analyze data to solve problems
Ability to read and comprehend information quickly
Ability to interpret data
Public contact skills, Performance appraisal skills
Verbal presentation skills
Ability to hire/assign personnel
Knowledge of economic principles
Knowledge of financial planning
Knowledge of business math
Familiarity with computerized accounting
Knowledge of the organization & other occupational duties

Personal:

Ability to plan and organize the work of others
Ability to maintain good business relationships
Ability to interview others for information
Familiarity with statistical analysis
Ability to give oral instructions
Ability to take charge and handle the unexpected
Ability to motivate others, Leadership skills
Skill in setting work priorities
Ability to work independently
Oral communication skills
Ability to work under pressure
Ability to interact well with others
Ability to write effectively

MODERATELY IMPORTANT SKILLS

Personal:

Ability to proofread

OCCUPATIONAL MOBILITY

This is a career track occupation. Employers do not hire inexperienced applicants for this occupation, but do promote from within from lower ranking supervisorial and managerial positions. Many employers recruit through newspaper advertisements.



GENERAL MANAGERS & TOP EXECUTIVES TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

There is currently no training program available at Delta College leading to employment as a General Manager, however the following certificate program could help familiarize the student to the area of management.

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Supervision & Management

Average time to complete program: 24 -28 units
Approximate cost to complete: \$312 - \$364
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510020
Gov. program classification/code: TOP/050100

This program prepares students to work as managers or supervisors in a variety of fields. A manager develops company or department policies, coordinates activities, and supervises and directs personnel to attain operational goals. Students enrolled in this program learn concepts and skills such as business math and law, techniques of supervision management, and the use of microcomputers enabling them to work as successful managers.

*Program cost is calculated at \$13 per unit for CA residents.

Please refer to Delta's Merchandising program for more information.

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Business Management

Average time to complete program: 12 quarters
Approximate cost to complete: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 130140

The business management program has been developed to include a significant concentration in accounting providing the student with the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques.

Please refer to Humphrey's Administrative Assistant and Executive Office Administration program for further information.

See also:

Worldwide Educational Systems, Stockton

...(209) 951-1174.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide # 252, 409, 235

Specific Vocational Preparation = 8 (Over 4 years, up to & including 10)

	RML		G V N S P Q K F M E C
GED:	5 4 5	APTITUDES:	2 2 3 3 3 4 4 4 4 5 5

INTERESTS: Lead, Influence

GOE Code: 11.15.01

GENERAL OFFICE CLERKS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DOT Code:

209.562-010
209.567-022
219.362-010
219.362-026
245.362-014

TITLE

CLERK, GENERAL
OFFICE CLERK
ADMINISTRATIVE CLERK
CONTRACT CLERK, AUTOMOBILE
UNIT CLERK

25 FIRMS RESPONDING

OES Code: 553470

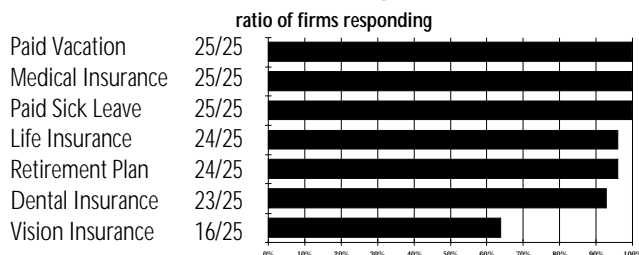
DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 9.75	\$ 7.52
Experienced/New to Firm:	\$ 5.75 - \$11.00	\$ 7.82
3+ Yrs Experience with Firm:	\$ 6.75 - \$12.50	\$10.00

BENEFITS



Some employers hire part time workers who average approximately 25 hours per week. Most employers do not provide benefits to part time workers.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	5,210 – very large
Growth Rate (per yr.):	1.7%, faster than average
Job Growth (92-99):	540
Separations (92-99):	620

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring either experienced or inexperienced applicants who meet their hiring standards. Turnover generates most employment opportunities for applicants in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	12%	9030
Elementary & Secondary Schools	7%	8211
Colleges & Universities	6%	8221
General Medical & Surgical Hospitals	5%	8062

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent new hires have completed high school or the equivalent. Some employers also report that recent hires have completed vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 mos. or more of prior work experience but sometimes substitute training for experience. Many accept prior experience in related occupations such as file clerk, receptionist, or office assistant. Many employers expect the need for computer skills to increase over the next five years, including knowledge of data entry, use of word processing software and spread sheets.

VERY IMPORTANT SKILLS

Technical:

Telephone answering skills
Filing skills (alpha and numeric), Public contact skills
English grammar, spelling, and punctuation skills
Ability to type at least 40 wpm, Record keeping skills
Knowledge of business math, Ability to use a calculator
Skilled at clerical detail work, Ability to proofread
Ability to use a computer terminal, Data entry skills
Ability to do routine, repetitive work, to write effectively

Personal:

Ability to read and follow instructions
Oral communication skills
Ability to interact well with others, Ability to write legibly
Ability to work independently, work under pressure
Ability to perform basic mathematical computations
Willingness to work with close supervision

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of wordprocessing software
Ability to operate a 10-key adding machine by touch
Ability to use a transcribing machine
Knowledge of database & spreadsheet software

OCCUPATIONAL MOBILITY

FROM

TO

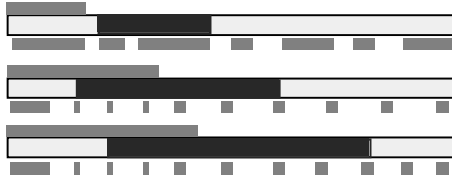
Office Manager

Administrative Assistant

General Office Clerk

File Clerk/Receptionist

Many report promoting from occupations such as file clerk, receptionist or cashier into this occupation, and most promote from this occupation to higher ranking occupations such as secretary, administrative assistant or office supervisor, or into positions requiring specialized product or industry knowledge such as finance or medical records clerk.



GENERAL OFFICE CLERKS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

General Office

Average time to complete program: 32.5 - 33.5 units
Approximate cost to enroll: \$ 422 - \$435*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553470
Gov. program classification/code: 051400

This particular program focuses on preparing the student to work as a general office clerk. General Office Clerks are responsible for copying and compiling records and reports, posting data in reports, and preparing mail. Skills in office procedures, accounting principles, and job seeking are included in the curriculum.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Office Assistant

Average time to complete program: 3 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553470

The Office Assistant program prepares the student with the skills necessary to work as an Office Clerk including inter-office communication, accounting, record keeping, and computer proficiency. Students who successfully complete the program are prepared to enter the job market at entry-level.

* Tuition fees subject to change.

See also:

<u>M.T.I. Business College, Stockton</u>	... (209) 957-3030
<u>Heald Business College, Stockton</u>	... (209) 477-1114.
<u>CompuVista Business Institute, Sacramento</u>	... (916) 922-2000.
<u>Computer Business College, San Jose</u>	... (408) 258-0986.
<u>Computer Business College, Daly City</u>	... (415) 755-9191.
<u>Computer Tutor, Modesto</u>	... (209) 545-5200.

ASSESSMENT CODES

California Occupational Guide # 295

Specific Vocational Preparation = 4 (over 3 months, up to and including 6 months)

RML	G V N S P Q K F M E C
GED: 4 4 3	APTITUDES: 3 3 3 4 3 3 4 3 3 5 5

INTERESTS: Clerical

GOE Code: 07.07.03

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North Street
Manteca, CA. 95336
(209) 825-3100

Career Office Training

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Knowledge of beginning typing
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 553410

During the first semester, the course offers simulated office work in a choice of areas such as accounts receivable/payable clerk, clerk typist, payroll clerk, and other office related occupations. Students may choose legal or medical office studies. The second semester offers on-the-job training at community business offices. Employability instruction is also offered. This includes resume writing, letters of application, and interviewing techniques.

See also:

<u>Lincoln High School, Stockton</u>	... (209) 953-8932.
<u>Lodi Career Center, Lodi</u>	... (209) 331-7616.
<u>Tracy High Joint Union School, Tracy</u>	... (209) 831-5100.
<u>Woodruff Regional Occupational Center, Stockton</u>	... (209) 953-4606.
<u>Escalon High School, Escalon</u>	... (209) 838-7073.

ADULT SCHOOL COURSES

Lodi Adult School
542 E. Pine St.
Lodi, CA. 95240
(209) 953-8605

Beginning Office Skills

Average time to complete program: 10 weeks
Approximate cost to enroll: 10.00
Other fees: None
Program Requirements: N/A
Prerequisites: None
Open entry/Open exit: yes
What is received upon completion: Certificate
Target students: Lodi Unified School District adult residents
OES Code: 553210

This program is an introduction to the world of work and the variety of skills required for entry level clerical-related jobs. The student will be introduced to computers, filing, telephone techniques, business English, and career analysis.

See also:

<u>Manteca Adult School</u>	... (209) 825-3100
<u>Stockton Adult School</u>	... (209) 953-4256
<u>Tracy Adult School</u>	... (209) 831-5034

GUARDS & WATCH GUARDS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:

372.667-034
372.667-030
376.667-010
372.563-010
372.567-010
372.667-014

TITLE

GUARD, SECURITY
GATE TENDER
BOUNCER
ARMORED- CAR GUARD & DRIVER
ARMORED- CAR GUARD
BODYGUARD



15 FIRMS RESPONDING

OES Code: 630470

DESCRIPTION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

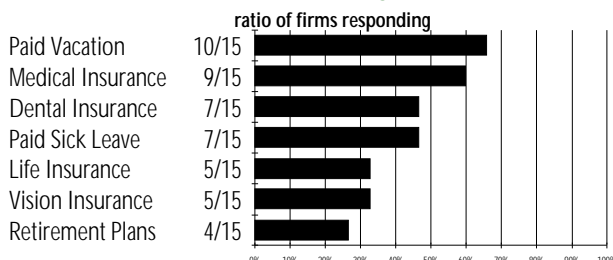
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.25 - \$ 5.75	\$ 5.25
Experienced/ New to Firm:	\$ 5.25 - \$ 5.75	\$ 5.50
3+ Yrs. Experience with Firm:	\$ 5.75 - \$ 8.00	\$ 6.60

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 6.25	\$ 5.13
Experienced/ New to Firm:	\$ 4.50 - \$ 8.75	\$ 5.55
3+ Yrs. Experience with Firm:	\$ 5.75 - \$10.50	\$ 7.43

Almost all (13/15) firms have more than one shift for employees and hire part time employees. Full time employees average 40 hours a week, part time employees average 20 hours per week. 25% of employment in this sample is part-time. Few employers (20%) are unionized and unionized employment is less than 5% of this sample.

BENEFITS



In most cases, either the employee and the employer, or the employee only pays for benefits. Part time employees receive limited or no benefits.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,230 – very large
Growth Rate (per yr.):	3.9%, much faster than average
Job Growth (92-99):	260
Separations (92-99):	150

SUPPLY/DEMAND ASSESSMENTS

Most employers report having great difficulty finding experienced applicants and many report some difficulty in finding inexperienced applicants who meet their hiring standards. Turnover and growth generate many employment opportunities in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Detective & Armored Car Services	71%	7381
Elementary & Secondary Schools	5%	8211

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

All employers indicate that most recent hires have completed high school or equivalent. Many employers require some vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Many firms require an average of nine months of prior experience. Most employers require their employees to acquire a "Guard Card" and to be bondable. Bondability is documented with the State Department of Consumer Affairs.

5 of the 15 (33%) firms in the sample indicate that work experience is always required of applicants.

VERY IMPORTANT SKILLS

Technical:

Ability to follow security protection procedures
Bondable
Ability to write effectively
Possession of a valid driver's license
Security guard registration (Guard Card)

Personal:

Possession of a clean police record
Good grooming skills
Ability to work independently
Public contact skills
Ability to interact well with others
Possession of a reliable vehicle
Willingness to work with close supervision

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to administer emergency first aid
Ability to use a baton
Licensed to carry firearms

OCCUPATIONAL MOBILITY

FROM

TO

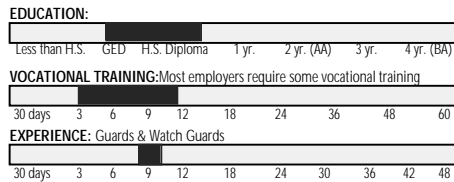
Field/Post Supervisor
Lieutenant/Sergeant

Guard/Watch Guard

Entry Level Security Officer

Alternate titles for watch guards include Security Officer/Security Guard – used by many firms, or crowd supervisor and property protectors.

60% of employers report recruiting through newspaper advertisements and private employment agencies, 53% indicated that they use the Employment Development Department or hire unsolicited walk-ins.



GUARDS & WATCH GUARDS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Law Enforcement

Average time to complete program: 32 units
Approximate cost to enroll: \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 630140
Gov. program classification/code: No TOP Code

The Law Enforcement program provides training for men and women who wish to pursue a career in the field of Law Enforcement. It offers practical and technical instruction to meet the requirements of various law enforcement agencies and provides the student with the basic knowledge and techniques to work in police departments.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS:NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide: #75

Specific Vocational Preparation = 3 (30 days up to 3 mos.)

	RML		G V N S P Q K F M E C
GED:	2 12	APTITUDES:	3 3 4 4 4 4 3 4 3 4 5

INTERESTS: Protective

GOE Code: 04.02.02

HAND PACKERS & PACKAGERS

DOT Code:

920.687-122
920.687-110
920.687-114
920.687-146
737.687-090

TITLE

MACHINE PACK ASSEMBLER
LINE-OUT WORKER 1
LINE-OUT WORKER 2
RE-PACK ROOM WORKER
FLOOR WORKER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 989020

DESCRIPTION

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. This does not include workers whose jobs require more than minimum training.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 8.50	\$ 6.50
Experienced/ New to Firm:	\$ 5.00 - \$ 9.25	\$ 6.50
3+ Yrs. Experience with Firm:	\$ 5.00 - \$12.00	\$ 9.00

BENEFITS

ratio of firms responding

Paid Vacation	11/11	
Medical Insurance	10/11	
Retirements Plans	10/11	
Dental Insurance	9/11	
Life Insurance	9/11	
Paid Sick Leave	8/11	
Vision Insurance	3/11	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,300 –very large
Growth Rate (per yr.):	-0.7%/year, decline
Job Growth (92-99):	-70
Separations (92-99):	200

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring experienced applicants, but no difficulty hiring inexperienced applicants who meet their hiring standards. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Wood Products, NEC	8%	2499
Alkalies & Chlorine	7%	2812
Farm-Product Raw Materials, NEC	6%	5159
Grocery Stores	4%	5411
Plastics Foam Products	4%	3086
Eating Places	4%	5812
Newspapers	4%	2711

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent. Many employers report that recent hires have not completed high school. Most employers report that most recent hires have not received vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 3 to 6 months prior experience in the occupation but some will substitute other employment experience for experience in the occupation.

VERY IMPORTANT SKILLS

Physical:

Ability to use hands, arms, and fingers
Good eye-hand coordination
Ability to stand continuously for 2 or more hours
Possession of good color perception

Personal:

Ability to perform routine, repetitive work
Ability to work independently
Ability to learn from on-the-job training
Ability to interact well with others
Willingness to work with close supervision

Basic:

Ability to follow oral instructions
Ability to read and follow instructions, Oral communication skills

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift 50 lbs. repeatedly

Basic:

Ability to write legibly

Personal:

Basic math skills

OCCUPATIONAL MOBILITY

FROM

TO

Foreman
Lead Person/Forklift Driver

Handpacker

Laborer

This is an entry level position and most employers do not promote into this occupation from other positions. Temporary or part-time workers may, however, become permanent full-time. Most employers report promoting hand packers and packagers into higher ranking positions such as lead packer, machine operator or fork lift driver.

Many employers report hiring through newspaper advertisements, and some hire through unsolicited walk-ins.

EDUCATION:

Less than HS (00)	HS Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: NA

30 days	3	6	9	12	18	24	30	36	42	48
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EXPERIENCE: NA

30 days	3	6	9	12	18	24	30	36	42	48
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HAND PACKERS & PACKAGERS

TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE:NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS:NA**

OTHER TRAINING PROGRAMS:NA

ADULT SCHOOL PROGRAMS:NA

ASSESSMENT CODES

California Occupational Guide #504

Specific Vocational Preparation: 2 (Short demonstration to 30 days)

	R M L		G V N S P Q K F M E C
GED:	2 1 1	APTITUDES:	4 4 4 4 3 4 3 3 3 5 5

INTERESTS: Industrial

GOE Code: 06.04.38

HEATING, AIR CONDITIONING & REFRIGERATION MECHANICS

DOT Code:

869.281-010
637.261-026
637.261-030
637.381-010

TITLE

FURNACE INSTALLER & REPAIRER
REFRIGERATION MECHANIC
SOLAR ENERGY-SYSTEM INSTALLER
EVAPORATIVE COOLER INSTALLER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 859020

DESCRIPTION

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air surfaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$4.35-\$ 8.00	\$ 5.00	\$ 5.00-\$12.25	\$6.00
Experienced/ New to Firm:			
\$6.50-\$11.25	\$ 9.50	\$ 5.75-\$28.25	\$11.32
3+ Yrs. Experience with Firm:			
\$9.75-\$19.00	\$13.50	\$10.50-\$30.00	\$16.50

Many employers are union. Most of the employment in this occupation is union.

BENEFITS

ratio of firms responding

Medical Insurance	15/16	90%
Retirement Plans	12/16	75%
Life Insurance	8/16	50%
Paid Vacation	7/16	44%
Dental Insurance	5/16	31%
Vision Insurance	5/16	31%
Paid Sick Leave	3/16	19%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	270- medium
Growth Rate (per yr.):	2.4%, much faster than average
Job Growth (92-99):	40
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers experience some difficulty finding experienced applicants who meet their hiring standards, and a little difficulty finding qualified inexperienced applicants. Growth accounts for many job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Plumbing, Heating, & Air Conditioning	52%	1711
Gas & Other Services Combined	25%	4932

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent. Some report that recent hires have less than high school. However, most have 3 to 24 months of vocational training, and some have completed a formal apprenticeship program. Apprenticeship programs last 5 years and include on-the-job training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually hire applicants with a year or more of experience in this occupation although many will sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Possess valid driver's license
Possess good DMV driving record
Ability to read blueprints
Problem solving skills
Sheet metal working skills
Provide own hand tools
Customer service skills
Ability to read and follow instructions

Personal:

Ability to work independently
Oral communication skills
Ability to write legibly
Ability to perform basic mathematical computations

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 100 lbs

Technical:

Ability to do soldering
Welding skills, Pipefitting skills
Completion of certified apprenticeship program

Personal:

Public contact skills
Ability to interact well with others

OCCUPATIONAL MOBILITY

FROM

TO

Foreman

Journeyman Heating, Air, Ref./ Sheet Metal Installer

Apprentice Heating, Air, Ref./ Sheet Metal Installer

Shop Help

Most employers recruit for this occupation through Union Hall and current employee referrals in addition to newspaper advertisements.

RECAPITULATION:											
Less than H.S. (1 yr.)		H.S. Diploma		1 yr.		2 yr. (AA)		3 yr.		4 yr. (BA)	
WEEKLY TRAINING SCHEDULE: <i>Life Support Systems Specialist</i> includes 377											
30 days		5		6		9		12		18	
		24		36		48		60			
REFRIGERATION, HEATING, & AIR CONDITIONING MECHANIC & CONTROLLER											
30 days		5		6		9		12		18	
		24		36		48		60			

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College/Technical Arts Division
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5230

One Year Heating & Air (Refrigeration) Tech.

Average time to complete program: 32 units
Approximate cost to enroll: \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 859020
Gov. program classification/code: TOP/094510

This program provides training in the principles and functions of heating and air conditioning. It prepares the student for entry - level positions such as heating and refrigeration mechanic (apprentice) and as a sheet metal installer.

*Program cost is calculated at \$13 per unit for CA residents.

Please note that Delta also offers a two-year Heating & Air Tech. program.

OTHER TRAINING PROGRAMS

Hartsog Trade School
831 E. Industrial Way Suite D
Lodi, CA. 95240
(209) 339-9324

Refrigeration, Heating, Air Conditioning Service Technician

Average time to complete program: 3.5 months
Approximate cost to enroll: \$ 7,580.00
Other fees: None
Program requirements: Pass Ability to Benefit (ATB) test
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate & Refrigerant Recovery Certification
Target students: Adults
OES Code: 859020

The Refrigeration, Heating & Air Conditioning program consists of 680 hours, 100% hands-on training that involves job search training as well as tutoring. Program is designed to train students for entry-level positions in the Refrigeration, Heating, and Air Conditioning field. Students learn necessary skills to gain employment.

HEATING, AIR CONDITIONING & REFRIGERATION MECHANICS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Woodruff Regional Occupational Center
302 W. Weber Avenue
Stockton, CA. 95203
(209) 953-4606

Refrigeration & Air Conditioning

Average time to complete program: 8 months
* Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 859020

This program is designed to teach students techniques in installation, repair and maintenance of commercial and domestic air conditioning systems. Instruction covers theory, components, compressors, electrical principles, the use of technical manuals and parts books, troubleshooting and systems controls.

ADULT SCHOOL COURSES N/A

ASSESSMENT CODES

California Occupational Guide #161

Specific Vocational Preparation: 7.0 (2 to 4 years)

	R M L		G V N S P Q K F M E C
GED:	433	APTITUDES:	3 3 3 2 3 4 3 3 3 4 5

INTERESTS: Mechanical

GOE Code: 05.05.09

LIMITED SURVEY OCCUPATION

HELPERS – CONSTRUCTION TRADES

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 983190

Reason for Limited Survey:

The Construction Trades Worker Helper category is a large occupation with many employers. However, although a substantial number of employers responded to our survey, a limited survey was anticipated due to the very wide variety of employers and work situations in which workers in this occupation (often termed "construction laborers") are found. There was thus concern that survey results might not be representative of all employees in this occupation. Accordingly, employer survey results were combined with data supplied by intermediaries, and additional interviews were conducted with coordinators of training programs and representatives of builders associations. Conclusions are discussed in the Supply/Demand section below.

DESCRIPTION

Construction trade worker helpers help workers in the construction trades, such as brickmasons, carpenters, electricians, painters, plumbers and surveyors. They perform duties such as furnishing tools, materials, and supplies to other workers, cleaning work areas, machines, and tools, and holding materials or tools for other workers.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	140 – small
Growth Rate (per yr.):	0.0%, remain stable
Job Growth (92-99):	0
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENT

Employers report little or no difficulty hiring inexperienced applicants who meet their hiring standards, but some difficulty hiring experienced applicants. Growth will create the largest proportion of employment opportunities.

This is a diverse occupation. Specific skills needed depend upon the crafts with which the helper works. Although this is often an entry level position, helpers may be classified as apprentices rather than helpers by non-union employers, if it is expected that they will learn craft skills through on the job experience. Unionized helpers/laborers serve a formal apprenticeship leading to journeyman status as a helper/laborer.

OCCUPATIONAL MOBILITY

Many employers report that employees are hired through employee referrals. Many employers are unionized and hire through union hall referrals, which also accounts for most recent hires. Some employers hire unsolicited walk-ins.

*WHERE THE JOBS ARE

	Percent	SIC
Single-Family Housing Construction	58%	1521
Non-residential Construction, NEC	20%	1542
Concrete Work	5%	1771

* In order to more accurately match the industries that were sampled for this occupation, the SIC information for the Where the Jobs Are section above are for OES 98312, Helper-Carpenter & Related.

DOT Code:

821.667-010
861.664-014
861.687-014
869.687-042



TITLE

HELPER, ELECTRICAL
TERAZZO FINISHER
PATCHER HELPER
TIMBER FRAME HELPER

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.00 - \$ 7.00	\$ 5.00	\$ 5.00 - \$16.00	\$ 6.00
Experienced/ New to Firm:			
\$ 6.50 - \$12.00	\$8.00	\$ 8.00 - \$22.00	\$15.25
3+ Yrs. Experience with Firm:			
\$ 6.50 - \$15.00	\$10.68	\$10.35 - \$26.25	\$17.75

Pay rates vary widely depending upon whether workers in the occupation are union or non union, and among unionized workers upon the specific craft in which they work. Work in this occupation is seasonal.

Unionized laborer/helpers earn at or near the top of the above wage ranges. Unionized apprentices normally earn a percentage of the journey level wage based on experience. E.g., a unionized apprentice might earn 50% of the journey level wage during the first 6 months in an apprenticeship program.

BENEFITS

ratio of firms responding

Medical Insurance	11/14
Dental Insurance	8/14
Paid Vacation	6/14
Vision Insurance	6/14
Retirement Plans	6/14
Life Insurance	3/14
Paid Sick Leave	1/14

EMPLOYER REQUIREMENTS

EDUCATION, TRAINING & EXPERIENCE

Employers report that most new hires in this occupation have completed high school. A GED is an acceptable substitute. Although some employers hire applicants who have completed a formal apprenticeship program, most do not. Most employers, also, do not require prior experience.

Unionized helpers/laborers serve a formal apprenticeship with state standards leading to journeyman status as a helper/laborer, and specialize in work associated with a specific craft. Union representatives report 84 different job classifications for laborers (e.g., hod carrier, plaster tender, mason tender).

VERY IMPORTANT SKILLS

Physical:

Ability to work from ladders and scaffolds, lift at least 100 pounds
Ability to do strenuous, physically demanding work
Full use of hands, arms, fingers, Good eye-hand coordination
Possess mechanical aptitude, Ability to stand for prolonged periods

Technical:

Ability to use hand tools
Training in safe work practices, Possess valid drivers license
Ability to do routine, repetitive work
Knowledge of construction, carpentry skills

Personal:

Ability to follow oral instructions
Willingness to work under close supervision
Ability to work independently, Oral communication skills
Ability to read and follow instructions, write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Hazardous material handling, asbestos removal
Minor electrical repair skills, plumbing repair skills

Personal:

Ability to perform basic mathematical computations

RESTRICTIONS:												
Less than H.S.	HS	HS Diploma	3 yrs.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)						
NO CURRICULAR TRAINING: Required by some schools, No length of time indicated												
30 days	3	6	9	12	18	24	30	36	42	48		
DEPENDENCY: N/A												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

OTHER TRAINING PROGRAMS:NA

ADULT SCHOOL COURSES:NA

LIMITED SURVEY OCCUPATION

HELPERS – CONSTRUCTION TRADES, NEC

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lincoln High School
6844 Alexandria Place
Stockton, CA. 95207
(209) 953-8932

Construction Technology

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: N/A
Prerequisites: Permission from counselor
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 983190

This course provides students with entry-level skills needed to gain employment in the construction industry. Instructional topics include; construction safety, blueprint reading, site preparation, materials, rough carpentry, roofing, plumbing, and electrical wiring. Instruction includes classroom theory and practical "on-the-job" experience.

See also:

Lodi Career Center, Lodi ... (209) 331-7616.
Tracy Joint Union High School, Tracy ... (209) 831-5095.
Lindbergh Educational Center, Manteca ... (209) 825-3100.

ASSESSMENT CODES

California Occupational Guide #169

Specific Vocational Preparation: 3.0 (30 days to 3 months)

R M L G V N S P Q K F M E C
GED: 2 1 1 APTITUDES: 4 4 4 3 3 5 4 4 3 4 5

INTERESTS: Mechanical

GOE Code: 05.12.16

HOME HEALTH CARE WORKERS

DOT Code:
079.224-010
354.377-014

TITLE
HOME HEALTH TECHNICIAN
HOME ATTENDANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 660110

DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linens, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Please include Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

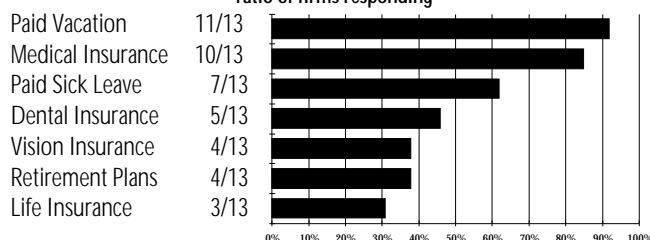
WAGES/ BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 7.25	\$ 5.13
Experienced/New to Firm:	\$ 5.00 - \$ 8.00	\$ 5.41
3 + Yrs Experience with Firm:	\$ 5.75 - \$ 9.75	\$ 6.75

Almost half of all firms reported a 21 hour work week for part-time employees. 70% of all positions sampled for this occupation are part-time.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	290 – medium
Growth Rate (per yr.):	10.0%, faster than average
Job Growth (92-99):	120
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring either experienced or inexperienced applicants who meet their hiring standards. Growth and turnover create many job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Residential Care	63%	8361
General Medical & Surgical Hospitals	16%	8062
Help Supply services	8%	7363
Skilled Nursing Care Facilities	8%	8051

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most recent hires have completed high school or the equivalent. Some employers report that recent hires have less than high school. However, most recent new hires have received 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require 6 to 18 months prior work experience in the occupation or in a related occupation such as nurses aide, psychiatric aide, or in other occupations providing experience working with the elderly. However, employers will sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to read labels and instructions
Knowledge of emergency procedures
Knowledge of asepsis, Record keeping skills
Ability to prepare meals
Possess valid driver's license
Regular use of own reliable vehicle
Ability to take vital signs

Personal:

Ability to follow oral instructions
Ability to interact well with others
Ability to work independently
Ability to read and follow instructions
Oral communication skills, Ability to write legibly
Willingness to work with close supervision

MODERATELY IMPORTANT SKILLS

Technical:




Pass a pre-employment medical examination
Knowledge of transferring techniques to lift/move patients
Physical strength to lift patients

Personal:

Ability to write effectively
Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

Previous employment of current home health aides in this sample include companion aides, child care workers, and housekeepers. Some employers indicate that qualified home health aides can be promoted into certified nurses assistant, physical therapy aide, or LVN or RN with the appropriate formal training.

EDUCATION										
										
Less than HS (ES) HS Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)										
VOCATIONAL TRAINING: Required by some employers										
										
30 days	3	6	9	12	18	24	30	36	42	48
EMPLOYMENT: Home Health Aide										
										
30 days	3	6	9	12	18	24	30	36	42	48

HOME HEALTH CARE WORKERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95211
(209) 474-5151

Care Provider Training

Average time to complete program: 9 units
Approximate cost to enroll: \$ 117*
Other fees: Parking, book fees vary
Program requirements: Completion of 9 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 660110
Gov. program classification/code: TOP/120380

Care Provider Training prepares a student for entry-level positions in residential care homes and jobs that assist mental health professionals who provide out-patient services and treatment to their residents. This program is a prerequisite for a certification program which is mandated by California State law.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Woodruff Regional Occupational Center
302 W. Weber Ave.
Stockton, CA. 95203
(209) 953-4606

Nurse Assistant

Average time to complete program: 18 weeks
Approximate cost to enroll: No registration fee
Other fees: Textbook and uniform fees
Program requirements: Successful completion of program to obtain a Nurse's Assistant Certificate
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 660110

The graduating Nurse Assistant student will be eligible for employment in a local health care facility or as a home health aide. Instruction is geared toward qualifying the student for a Nurse's Assistant Certificate. Instruction is given in the basic techniques required by the State Department of Health. "On-the-job" training is also included in the training.

OTHER TRAINING PROGRAMS:NA

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh St.
Tracy, CA. 95376
(209) 831-5034

Home Health Aide

Average time to complete program: 8 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: Prior certification from a California State approved Nursing Assistant program (CNA) required.
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 660110

In this Home Health Aide Certification class students will learn to safely assist in the activities of daily living for the patient in their own home. Class includes social, psychological, dietary, personal care, laundry and cleaning, considerations and clinical practice.

ASSESSMENT CODES

California Occupational Guide #275

Specific Vocational Preparation = 3.25 (30 days+ to 3 mos.)

RML G V N S P Q K F M E C
GED: 3 2 3 APTITUDES: 3 3 4 4 4 4 4 4 4 5 4

INTERESTS: Humanitarian

GOE Code: 10.03.02

HOSTS, HOSTESSES – RESTAURANT

DOT Code:
310.137-010

TITLE
HOSTS/HOESS, RESTAURANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 650020

DESCRIPTION

Hosts and Hostesses-Restaurant, Lounge or Coffee Shop, welcome patrons seat them at tables or in lounge, and insure quality of facilities and service.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 5.00	\$ 4.50
Experienced/New to Firm:	\$ 4.25 - \$ 5.50	\$ 4.75
3 + Yrs Experience with Firm:	\$ 5.00 - \$ 5.50	\$ 6.25
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 5.00	\$ 4.50
Experienced/New to Firm:	\$ 4.25 - \$ 5.75	\$ 5.00
3 + Yrs Experience with Firm:	\$ 5.00 - \$ 6.00	\$ 5.75

80% of employment in this occupation is part time and 13 of the 15 firms sampled hire part time employees. Part time employees average 18 hours per week. Full time employees (representing 20% of the employees sampled) average 32 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	4/15	
Medical Insurance	3/15	
Dental Insurance	3/15	
Retirement Plans	1/15	
Paid Sick Leave	1/15	
Vision Insurance	0/15	
Life Insurance	0/15	

The benefits indicated above are those reported by employers for part time employees. 8 of 15 firms offer benefits for full time staff, however, many employers do not provide benefits. When benefits are offered, both the employer and employee usually contribute.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	340 – medium
Growth Rate (per yr.):	4.4 %, much faster than average
Job Growth (92-99):	80
Separation (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty hiring experienced workers who meet their hiring standards, but little difficulty hiring inexperienced workers. Turnover creates most job opportunities.

Most employers recruit through employee referrals. Many recruit through newspaper advertisements or will hire unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	94%	5812

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most workers recently hired by these employers have completed high school or the equivalent. Employers do not require prior training.

EXPERIENCE & OTHER REQUIREMENTS

9 of 15 (60%) employers indicate that they never require any work experience of applicants. However, most will substitute training for experience. Some employers require 3 months or more prior experience as a host or hostess, or experience in a related occupations such as food server.

VERY IMPORTANT SKILLS

Technical:

Ability to plan and organize the work of others

Ability to write effectively

Physical:

Ability to stand continuously for 2 or more hours

Good memory skills

Personal:

Ability to Work Under Pressure

Public contact skills

Customer services skills

Ability to interact well with others

Good grooming skills

Ability to work independently

Ability to deal effectively with difficult individuals

Willingness to work with close supervision

Basic:

Ability to follow oral instructions

Oral communication skills

Ability to read and follow instructions

Ability to write legibly

Basic math skills

MODERATELY IMPORTANT SKILLS

Technical:

Supervisory skills

Cash handling skills

Ability to operate a cash register

Record keeping skills

OCCUPATIONAL MOBILITY

FROM

TO

Assistant-Relief Restaurant Manager
Waiter, Waitress (Foodserver)

Host/Hostess

Busser

Many promote into this position from positions such as busser and most promote from this occupation such as Foodserver (Waiter/Waitress) or possibly relief manager.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: *Most employers do not require vocational training*

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Hosts & Hostesses

30 days	3	6	9	12	18	24	30	36	42	48
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HOSTS, HOSTESSES– RESTAURANT TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide No.: 500

Specific Vocational Preparation = 6 (1 to 2 years)

R M L G V N S P Q K F M E C
GED: 4 3 4 APTITUDES: 3 3 3 3 4 3 3 3 4 4 5 5

INDUSTRY: Hotels & Restaurants

INTERESTS: Accomodating

GOE Code: 09.01.03 – Food Service

INDUSTRIAL PRODUCTION MANAGERS

DOT Code: TITLE
500.131-110 SUPERVISOR
529.132-014 PLANT SUPERVISOR
699.130-010 PRODUCTION SUPERVISOR

San Joaquin PIC DEMAND San Joaquin PIC QUALITY San Joaquin PIC TARGET

15 FIRMS RESPONDING

OES Code: 150140

DESCRIPTION

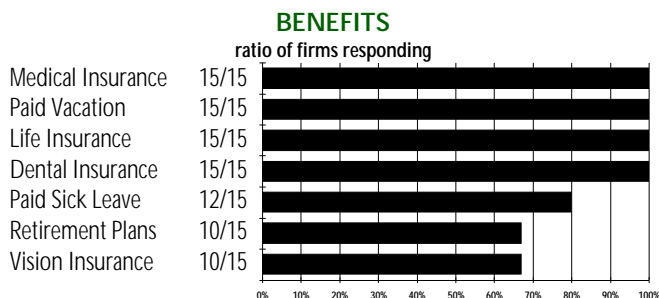
Industrial Production Managers plan, organize, direct, control, or coordinate the operational(line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 9.25 - \$17.25	\$10.38
Experienced/ New to Firm:	\$11.50 - \$20.25	\$15.37
3+ Yrs. Experience with Firm:	\$13.50 - \$24.25	\$17.61

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 9.25 - \$17.25	\$10.38
Experienced/ New to Firm:	\$11.00- \$20.25	\$14.77
3+ Yrs. Experience with Firm:	\$13.50 - \$28.75	\$19.23

Some employers are unionized and pay near or above the medians shown.



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	300— medium
Growth Rate (per yr.):	1.6%, average
Job Growth (92-99):	30
Separation (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding both experienced and inexperienced applicants who meet their hiring standards. Many employers hired into this occupation last year, including some for turnover.

WHERE THE JOBS ARE

	Percent	SIC
Canned Fruits and Vegetables	8%	2033
Wines, Brandy, and Brandy Spirits	7%	2084
Salted and Roasted Nuts and Seeds	5%	2068
Printed Circuit Boards	4%	3672
Cereal Breakfast Foods	4%	2043

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employers report that most recent new hires have completed some college or a BA degree.

EXPERIENCE & OTHER REQUIREMENTS

Employers require 12 months or more experience in the occupation or a related occupation such as lead person, engineer or other management of supervisory position. Employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to analyze workflow processes, Knowledge of quality control
Ability to plan and organize the work of others
Ability to analyze and solve problems
Knowledge of the technical aspects of subordinates' duties
Knowledge of production cost, Ability to develop business/production plans
Ability to conduct performance appraisals
Ability to interview others for information
Ability to interpret data, Ability to explain and follow grievance procedures
Group process skills, Ability to conduct a meeting
Ability to use a computerized information system
Knowledge of budget analysis

Personal:

Ability to motivate others, Ability to set work priorities
Ability to work under pressure, Ability to work independently
Ability to interact well with others
Ability to manage unexpected situations or circumstances
Ability to manage multiple priorities
Ability to manage a multicultural workforce
Possession of mechanical aptitude

Basic:

Ability to read and follow instructions

Many employers expect computer and diversity training skill needs to increase in the future. Needed computer skills include word-processing, spreadsheet and database use, and sometimes knowledge of basic or another programming language. Employees in this occupation must have knowledge of basic statistics and the ability to compute interest, discounts and similar items, and be able to prepare business letters and summary reports.

Most employers rate recent hires into this position excellent on such dimensions as honesty, attendance, motivation and cooperativeness.

OCCUPATIONAL MOBILITY

From

To

Plant Manager
Industrial Production Manager
Lead Person/Assistant Manager
Machine Operator

Most employers comment that they promote from lower ranking positions such as lead person, machine operator, or lower level supervisory positions into this occupation, and will promote from this occupation into higher level managerial positions such as plant superintendent or operations manager.

Most employers recruit into this position through in-house promotions, employee referrals, newspaper advertisements and private employment agencies. Many recruit through EDD and some through PIC or vocational training programs.

INDUSTRIAL PRODUCTION MANAGERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta Community College/Business Education Division
5151 N. Pacific Avenue
Stockton, CA 95207
(209) 474-5567

REGIONAL OCCUPATIONAL CENTER PROGRAM: NA

Supervision & Management

Average time to complete program: 2 -3 semesters
Approximate cost to enroll: \$ 312 - \$ 364
Other fees: Parking, book fees vary
Program requirements: Completion of 24-28 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510020
Gov. program classification/code: 050630

This program prepares students to work as managers or supervisors in a variety of fields. A manager develops company or department policies, coordinates activities, and supervises and directs personnel to attain operational goals. Students enrolled in this program learn concepts and skills such as business math and law, techniques of supervision management, accounting, and the use of microcomputers enabling them to work as successful managers.

ASSESSMENT CODES

California Occupational Guide No.: No Data Available

Specific Vocational Preparation: 8 (4 to 10 years)

	R M L		G V N S P Q K F M E C
GED:	5 4 4	APTITUDES:	2 2 3 2 3 3 4 4 4 5 5

INDUSTRY: (Any Industry)

GOE Codes: 05.02.03 – Processing & Manufacturing

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

San Joaquin PIC DEMAND San Joaquin PIC QUALITY San Joaquin PIC TARGET

20 FIRMS RESPONDING

OES Code: 979470

DESCRIPTION

Industrial truck and tractor operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 6.00 - \$9.50	\$ 7.50	\$ 8.25 - \$14.50	\$12.19
Experienced/ New to Firm:			
\$ 6.00 - \$10.25	\$ 7.88	\$ 8.50 - \$15.00	\$12.20
3+ Yrs. Experience with Firm:			
\$ 8.00 - \$13.00	\$10.00	\$11.50 - \$18.50	\$14.18

Most employers are unionized. Non-unionized employers generally pay below the medians shown at all experience levels. Most employees working for employers in the study receive benefits paid by the employer although many share benefit costs. Some employers hire part time employees who average 30 hours per week, and receive benefits similar to full time employees.

BENEFITS

ratio of firms responding

Medical Insurance	20/20	100%
Dental Insurance	19/20	95%
Life Insurance	18/20	90%
Paid Vacation	17/20	85%
Retirement Plans	17/20	85%
Vision Insurance	11/20	55%
Paid Sick Leave	10/20	50%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,290— very large
Growth Rate (per yr.):	1.1%, slower than average
Job Growth (92-99):	90
Separations (92-99):	170

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring experienced applicants or inexperienced applicants who meet their hiring standards. Turnover and growth both create employment opportunities. Most employers report hiring into this occupation last year.

WHERE THE JOBS ARE

	Percent	SIC
Canned Fruits & Vegetables	21%	2033
General Warehousing & Storage	10%	4225
Groceries, General Line	7%	5141
Local Trucking, without Storage	6%	4212
Groceries & Related Products, NEC	4%	5149
Trucking, Except Local	3%	4213



DOT Code:
921.683-050
921.683-042

TITLE
INDUSTRIAL TRUCK OPERATOR
FRONT END LOADER OPERATOR

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Most require 6 months or more prior experience in the occupation or related occupation such as warehouseman. However, employers will usually substitute 6 months or more training leading to forklift certification or other driving training for experience.

VERY IMPORTANT SKILLS

Technical:

Knowledge of safe equipment operating practices
Possess accurate product knowledge
Ability to weigh and/or measure stocks or materials
Possess fork lift driver certificate
Record keeping skills, Knowledge of inventory techniques
Knowledge of hazardous materials

Physical:

Ability to do hand loading/unloading
Good eye-hand coordination
Process good spatial aptitude
Good memory, Ability to lift at least 50 lbs.
Ability to work outdoors in all weather conditions

Personal:

Ability to follow oral instructions
Ability to interact well with others
Ability to read and follow instructions
Willingness to work with close supervision
Ability to work independently
Ability to write legibly, Possess valid driver license

Many employers report that interpersonal skills, knowledge of safe working procedures, and computer related skills such as data entry, word-processing and/or spreadsheet or database use are increasing in importance. Most employers report that recent hires are excellent in working accurately, tolerance of stress and accepting supervision. Some report that recent applicants not hired were deficient in motivation and accuracy.

OCCUPATIONAL MOBILITY

FROM

TO

Shift, Crew Leader/Foreman
Industrial Truck & Tractor Operator (Forklift Driver)
Packer, Stacker
General Laborer

Most employers report promoting into this occupation from lower ranking positions such as packer, stacker, freight handler or laborer, and promoting from this occupation to higher ranking occupations such as shift or crew leader, foreman or robotics operator.

Most employees in the study worked for employers who recruited through in-house promotions or transfers, but many worked for employers who recruited through employee referrals, private employment agencies, or EDD. Some employers hire unsolicited walk-ins or advertise in newspapers. Some unionized employers hire through union hall referrals.

Most employers screen applicants using drug tests and physical exams.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: none
Top Code: 095600

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh Street
Tracy, CA 95376
(209) 831-5034

Industrial Truck/Forklift Operator

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 979470

The Industrial Truck and Tractor Operator course offers interested students the opportunity to become proficient in driving forklifts.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Farm Skills

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: \$10.00 lab fee
Program requirements: Participate in FFA
Prerequisites: Basic Ag Mechanics, Power Mechanics, or instructor permission
Open entry/Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Codes: 780020, 780050, 780080, 853210

This two semester class will give students "hands-on" experience in the everyday functioning of a farm. Subjects taught will include tractor driving, basic veterinarian skills, pruning, equipment repair, and other plant, animal, and shop skills. All students are required to keep records and be Future Farmers of America (F.F.A.) members.

Note: This course is instructed at the Manteca Unified School District Farm.

See also:

Linden High School, Linden

... (209) 887-3073.

ASSESSMENT CODES

California Occupational Guide #161

Specific Vocational Preparation = 7.0 (2 to 4 years)

	R M L		G V N S P Q K F M E C
GED:	4 3 3	APTITUDES:	3 3 3 2 3 4 3 3 3 4 5

INTERESTS: Industrial

GOE Code: 06.04.40

INSPECTORS, TESTERS, GRADERS – PRECISION

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:
612.261-010
706.361-014
716.381-010

TITLE
INSPECTOR
ASSEMBLY INSPECTOR
INSPECTOR, PRECISION



13 FIRMS RESPONDING

OES Code: 830020

DESCRIPTION

Inspectors, Testers, and Graders-Precision perform precision inspecting, testing, and grading of parts, products, and equipment for defects, wear, and deviations from specifications. Most of these workers use precision measuring instruments and complex test equipment and hand tools and may make minor repairs. Please do not include workers who combine inspection and testing with major repair work.

WAGES/BENEFITS

Weighted by Employees in Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
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Entry Level/No Experience:

\$ 4.50 - \$ 5.00	\$ 5.00	\$ 5.00 - \$11.75	\$11.75
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Experienced/ New to Firm:

\$ 6.00 - \$11.00	\$ 6.00	\$ 5.00 - \$13.75	\$11.75
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3+ Yrs. Experience with Firm:

\$ 6.50 - \$11.00	\$ 7.00	\$ 9.00 - \$15.50	\$11.75
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Weighted by Employer Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
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Entry Level/No Experience:

\$ 4.50 - \$ 6.25	\$ 5.00	\$ 5.00 - \$14.39	\$ 8.38
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Experienced/ New to Firm:

\$ 6.00 - \$11.00	\$ 7.25	\$ 5.00 - \$14.86	\$12.13
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3+ Yrs. Experience with Firm:

\$ 6.50 - \$11.00	\$ 8.33	\$ 6.75 - \$17.25	\$12.13
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39% of the employers and 58% of employment in this sample is unionized. Although the table above shows wage rates are shown for entry level workers, many employers do not hire entry level for this position.

BENEFITS

ratio of firms responding



8 of 13 employers in this sample pay for employee benefits.

OCCUPATIONAL MOBILITY

FROM

TO

Lead/First Line Supervisor Production

Inspector, Testers, & Graders - Precision

General Labor-Machine Operator

Most employers promote into this position from positions providing the requisite product or production process knowledge, including positions such as lead person, laborer or welder. Most employers report promoting from this occupation into higher ranking supervising positions.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent, and most have completed a year or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 12 months or more prior experience as a precision inspector or related work which provides product or production process knowledge. Employers sometimes accept training as a substitute of experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand continuously for 2 or more hours
Good Vision, Ability to use hands, arms, and fingers
Ability to work rapidly
Possession of good color perception, Manual dexterity

Technical:

Ability to write effectively, Record keeping skills

Personal:

Ability to interact well with others
Ability to work under pressure, Ability to work independently
Willingness to work with close supervision

Basic:

Ability to follow oral instructions, Oral communication skills
Ability to read and follow instructions
Basic math skills, Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Problem solving skills
Ability to demonstrate knowledge of specific products
Ability to use hand tools, Ability to operate microscopes
Ability to operate precision measuring instruments

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	230 – small
Growth Rate (per yr.):	0.0%, remain stable
Job Growth (92-99):	0
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards but little difficulty finding inexperienced applicants.

84% of employers report recruiting through in-house promotions, and 46% report using the Employment Development Department.

WHERE THE JOBS ARE

	Percent	SIC
Semiconductors and Related Devices	25%	3674
Canned Fruits and Vegetables	20%	2033
Sausages & Other Prepared Meats	13%	2013
Fabricated Structural Metal	7%	3441
Metal Cans	7%	3411

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING:

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Inspectors, Testers, & Graders - Precision

30 days	3	6	9	12	18	24	30	36	42	48
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INSPECTORS, TESTERS, GRADERS – PRECISION TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE:NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS:NA**

Certificate: No certificate available at SJDC

TOP Code: None

ADULT SCHOOL COURSES: NA

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

California Occupational Guide No.: No Data Available

Specific Vocational Preparation = 6 (1 to 2 years)

GED: R M L G V N S P Q K F M E C
3 3 3 3 3 3 3 4 3 3 3 5 4

INTERESTS: Industrial

GOE Code: 05.07.01 – Structural

*INSTRUCTIONAL AIDES

Formerly: Teacher Aides - Paraprofessional and,
Teachers' Aides - Educational Assistant

DOT Code:
099.327-010
249.367-074

TITLE
TEACHER AIDE 1
TEACHER AIDE 2

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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17 FIRMS RESPONDING

OES Code: 315211

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teacher to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist with the instruction of mentally or physically handicapped pupils.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 6.50 - \$ 7.50	\$ 7.29
Experienced/ New to Firm:	\$ 6.50 - \$ 8.25	\$ 7.29
3+ Yrs. Experience with Firm:	\$ 7.00 - \$ 9.00	\$ 8.44
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.75 - \$ 7.45	\$ 6.78
Experienced/ New to Firm:	\$ 4.75 - \$ 8.25	\$ 6.93
3+ Yrs. Experience with Firm:	\$ 6.00 - \$ 9.00	\$ 7.39

Almost all employees are unionized. Non-union employers pay at the lower end of the ranges above.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	3,510 – very large
Growth Rate (per yr.):	2.5%, much faster than average
Job Growth (92-99):	520
Separations (92-99):	210

SUPPLY/DEMAND ASSESSMENTS

Most employers find little in finding either experienced or inexperienced applicants who meet their hiring standards. Most employers predict stable employment in this occupation over the next three years, although some predict increases due to enrollment growth.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	92%	8211

* This occupation is the result of the combination of Teachers' Aides - Paraprofessional and Teacher Aides - Educational Assistant as published in the July 1993 California OES Dictionary. Since over 90% of the combined employment for the two former occupations came from Teachers' Aides - Paraprofessional, the information contained in this assessment is from this occupation.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that almost all recent hires have a high school diploma or its equivalent. Many indicate that their most recent hires have had some college.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require previous experience. Some employers report that they seek computer skills, such as word processing, in their applicants.

VERY IMPORTANT SKILLS

Technical:

Patience with children
Ability to interact well with others
Tutoring skills
Oral reading skills
Ability to handle crisis situations
Ability to prepare teaching aides
Classroom management skills
Public contact skills
Multi-cultural familiarity
Record keeping skills
Ability to administer emergency first aid
Knowledge of teaching techniques

Personal:

Willingness to work with close supervision
Ability to work independently
Willingness to work part time
Ability to work under pressure

Basic:

Ability to read and follow instructions
Ability to write legibly

OCCUPATIONAL MOBILITY

Most employers consider instructional aide an entry level position and do not promote into it from other positions. However, most employers promote from this occupation to clerical or other positions such as secretary, and to teacher for those earning a teacher credential.

Most employers recruit for this position through newspaper ads and employee referrals and many hire unsolicited applicants and in-house promotions.

Most employers require a police record check prior to employment. Many employers also use a reading, math and/or aptitude assessment testing as part of their application process.

INSTRUCTIONAL AIDES

Formerly: Teacher Aides - Paraprofessional and,
Teachers' Aides - Educational Assistant

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Early Childhood Education (Advanced)

Average time to complete program: 432 units
Approximate cost to enroll: \$ 559*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 315211
Gov. program classification/code: TOP/210710

The Early Childhood Education Advanced certificate program provides the student with the skills needed to gain employment as a Pre-school Teacher . Students will learn the developmental stages that school-aged children experience and how to use different teaching techniques.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Instructional Aide

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 315210

The Instructional Aide class is designed to prepare the students for employment as a teacher's aide. It will also prepare students for employment in numerous child-oriented careers.

See also:

Lodi Career Center, Lodi

...(209) 331-7616

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #67

Specific Vocational Preparation = 6.5 (2 to 4 years)

RML	G V N S P Q K F M E C
GED: 5 3 5	APTITUDES: 2 2 3 3 3 2 4 4 4 5 5

INTERESTS: Clerical

GOE Code: 11.12.01

INSURANCE ADJUSTERS, EXAMINERS, & INVESTIGATORS

DOT Code:
241.217-010
241.267-018
241.267-030

TITLE
CLAIM ADJUSTER
CLAIM EXAMINER
INVESTIGATOR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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12 FIRMS RESPONDING

OES Code: 533020

DESCRIPTION

Insurance Adjusters, Examiners and Investigators investigate, analyze, and determine the validity of the amount of the insurance company's liability concerning personal, casualty, or property loss or damages, and effect a settlement with claimants. They correspond with or interview medical specialists, agents, witnesses, or claimants to compile information, calculate benefit payments, and approve payment of claims within a certain monetary limit. Please do not include Insurance Sales Agents, Insurance Policy Process Clerks, and Claims Clerks.

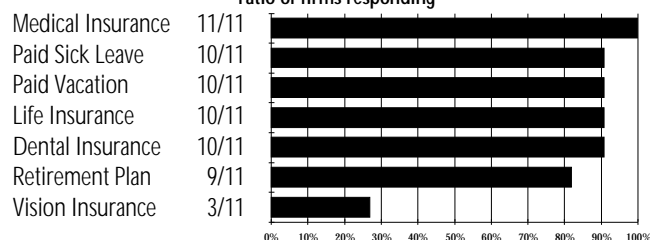
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.50 - \$14.75	\$ 10.73
Experienced/ New to Firm:	\$ 7.00 - \$16.75	\$ 13.22
3+ Yrs. Experience with Firm:	\$ 9.25 - \$20.75	\$ 15.12

Some employers hire on a part-time basis. Part-time workers average approximately 20 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	150 – small
Growth Rate (per yr.):	3.6%, much faster than average
Job Growth (92-99):	30
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, but little difficulty finding qualified but inexperienced applicants. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Fire, Marine, & Casualty Insurance	49%	6331
Insurance Agents, Brokers & Services	48%	6411

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Many employers report that recent new hires have completed two or more years of college, although many others report that their recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

This is a licensed Occupation. Experience requirements vary. Most employers hire applicants with 1 to 4 years experience as an insurance adjuster or in a related occupation such as a claims examiner. However, some substitute training for experience, or substitute experience as an auto appraiser for direct experience in the occupation.

VERY IMPORTANT SKILLS

Technical:

Customer service skills, Public contact skills
Report writing skills
Record keeping skills, Ability to interpret data
Ability to think logically
Ability to use a computer terminal
Investigative research skills, Problem solving skills
Ability to interpret policy coverage
Knowledge of insurance forms

Personal:

Ability to interview others for information
Ability to write effectively
Ability to read and follow instructions
Ability to follow oral instructions
Ability to write legibly
Ability to interact well with others
Oral communication skills
Ability to work independently
Willingness to work with close supervision

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of business math, Good memory skill
Knowledge of basic auto mechanics
Knowledge of construction

OCCUPATIONAL MOBILITY

FROM

TO

Supervisor, Claims Manager

Insurance Adjuster

Insurance Policy Process Clerk

Insurance Claims Clerk

Employers may promote workers into this occupation from lower ranking occupations such as claims processor. They may transfer workers laterally into positions such as underwriter, and may promote from this occupation into higher ranking positions as supervisor, claims manager or general manager.

EDUCATION:									
Less than HS (GED)		HS Diploma		3 yrs.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)		
VOCATIONAL TRAINING: NA									
30 days	3	6	9	12	18	24	30	36	48
EMPLOYMENT: Insurance Adjuster, Broker or Appraiser-Auto Damage									
30 days	3	6	9	12	18	24	30	36	48

INSURANCE ADJUSTERS, EXAMINERS, & INVESTIGATORS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Program: **Insurance**

Top Code: 051200

Certificate: No certificate is currently offered at SJDC.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Business Management

Average time to complete program: 12 quarters
Approximate cost to complete: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 130140

The business management program has been developed to include a significant concentration in accounting providing the student with the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques.

Please refer to Humphrey's Administrative Assistant and Executive Office Administration program for further information.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #67

Specific Vocational Preparation = 6.5 (2 to 4 years)

RML	G V N S P Q K F M E C
GED: 5 3 5	APTITUDES: 2 2 3 3 3 2 4 4 4 5 5

INTERESTS: Lead, Influence

GOE Code: 11.12.01

INSURANCE CLAIMS CLERKS

DOT Code:
241.362-010

TITLE
CLAIMS CLERK I

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Insurance Claims Clerks obtain claims information from insured or designated persons to settle claims with their insurance carrier.

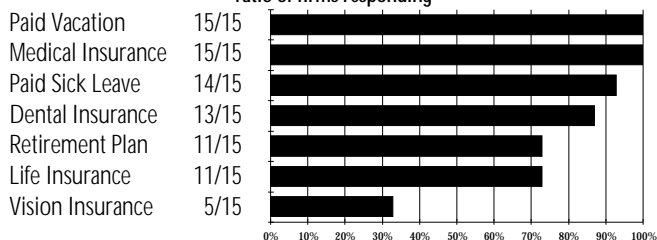
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$ 9.50	\$ 7.65
Experienced/ New to Firm:	\$ 6.25 - \$11.25	\$ 8.00
3+ Yrs. Experience with Firm:	\$ 7.75 - \$12.75	\$ 8.95

Some employers hire part-time workers into this position. Part-time workers average approximately 20 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	140 – small
Growth Rate (per yr.):	2.2%, faster than average
Job Growth (92-99):	20
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers experience little difficulty finding experienced applicants who meet their hiring standards, and no difficulty finding qualified but inexperienced applicants. Turnover creates many employment opportunities.

Most employers recruit through in-house promotions and newspaper advertisements. Some employers also use current employee referrals for recruiting.

WHERE THE JOBS ARE

	Percent	SIC
Fire, Marine & Casualty Insurance	36%	6331
Insurance Agents, Brokers & Services	24%	6411
Offices & Clinics of Medical Doctors	24%	8011
Hospital & Medical Service Plans	13%	6324

15 FIRMS RESPONDING

OES Code: 533110

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that recent new hires have completed high school or the equivalent. Most employers prefer a high school diploma. Many employers report that recent new hires have had 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 3 months or more prior experience in the occupation or in a related occupation such as insurance examination clerk or customer service representative. Employers will usually substitute training for work experience.

VERY IMPORTANT SKILLS

Technical:

- Ability to use a computer terminal
- Filing skills (alpha and numeric)
- Ability to interview others for information
- Ability to type at least 40 wpm
- Telephone answering skills
- Record keeping skills

Personal:

- Ability to follow oral instructions
- Ability to write legibly
- Ability to read and follow instructions
- Ability to perform basic mathematical computations
- Ability to interact well with others
- Oral communication skills
- Willingness to work with close supervision
- Ability to write effectively

MODERATELY IMPORTANT SKILLS

Technical:

- Knowledge of billing procedures
- Knowledge of insurance forms

OCCUPATIONAL MOBILITY

FROM

TO

Insurance Sales Agent

Insurance Adjuster

Insurance Policy Process Clerk

Insurance Claims Clerk

Most employers report promoting into this occupation from positions as receptionist, claims assistant or other lower ranking office clerical positions. Most promote from this occupation to higher ranking positions as claims analyst, claims clerical supervisor or claims representative.

RESTRICTIONS:									
<div><div></div><div>Less than HS</div><div>GED</div><div>HS Diploma</div><div>1 yr.</div><div>2 yr. (AA)</div><div>3 yr.</div><div>4 yr. (BA)</div></div>									
NON-CREDENTIAL TRAINING:									
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>48</div><div>60</div></div>									
OPPORTUNITIES: Insurance Transactions Clerk, Customer Service Representative									
<div><div></div><div>30 days</div><div>3</div><div>6</div><div>9</div><div>12</div><div>18</div><div>24</div><div>30</div><div>36</div><div>48</div></div>									

INSURANCE CLAIMS CLERKS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Program: **Insurance**

Top Code: 051200

Certificate: No certificate is currently offered at SJDC.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES

ASSESSMENT CODES

California Occupational Guide #431

Special Vocational Preparation = 4.0 (3 to 6 months)

	R	M	L				G	V	N	S	P	Q	K	F	M	E	C
GED:	3	3	3				3	3	3	5	4	3	4	4	4	5	5

INTERESTS: Clerical

GOE Code: 07.04.02

INSURANCE POLICY PROCESS CLERKS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DOT Code:
219.362-042
203.382-014
209.687-018

TITLE
POLICY CHANGE CLERK
CANCELLATION CLERK
REVIEWER

17 FIRMS RESPONDING

OES Code: 533140

DESCRIPTION

Insurance Policy Processing Clerks process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Please do not include Claims Clerks and Banking Insurance Clerks.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.25 - \$ 9.75	\$ 6.98
Experienced/ New to Firm:	\$ 6.00 - \$12.25	\$ 9.36
3+ Yrs. Experience with Firm:	\$ 8.75 - \$14.75	\$ 11.26

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	200 – small
Growth Rate (per yr.):	0.8%, slower than average
Job Growth (92-99):	10
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers experience a little difficulty finding experienced applicants who meet their hiring standards, but no difficulty finding qualified but inexperienced applicants. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Insurance Agents, Brokers & Services	79%	6411
Fire, Marine & Casualty Insurance	13%	6331
Life Insurance	7%	6311

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that recent new hires have completed high school or the equivalent. Most will accept a GED. Some employers report that new hires have completed 3 months or more of vocational training, but many new hires have had no vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 months or more of prior experience in this occupation, but some will accept related experience as a customer service or account representative or file clerk. Employers usually substitute prior training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to use a computer terminal
Ability to use good business English
Filing skills (alpha and numeric)
Skilled at clerical detail work
Telephone answering skills
Record keeping skills

Personal:

Ability to interact well with others
Ability to follow oral instructions
Willingness to work with close supervision
Ability to write effectively
Ability to perform basic mathematical computations

Basic:

Oral communication skills
Ability to read and follow instructions
Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Ability to operate 10-key adding machine by touch
Ability to type at least 40 wpm

OCCUPATIONAL MOBILITY

FROM

TO

Insurance Sales Agent

Insurance Adjuster

Insurance Policy Process Clerk

Insurance Claims Clerk

Most employers promote into this occupation from positions such as receptionist or office technical assistant. Many promote from this occupation to higher ranking occupations such as department or business unit manager.

EDUCATION												
Less than HS	HS	HS Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
VOCATIONAL TRAINING: For those who want to enter the field												
30 days	3	6	9	12	18	24	30	36	42	48		
OCCUPATIONAL TRAINING: For those who want to enter the field												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Program: **Insurance**

Top Code: 051200

Certificate: No certificate is currently offered at SJDC.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Data Processing Clerk

Average time to complete program: 2 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: Ability to type 30 wpm
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 560170

The Data Processing Clerk is responsible for operating several data entry devices with a high degree of speed and accuracy. Personal computers, calculators and typewriters are data entry devices that the student will master. Completion of this program provides the skills necessary for an entry-level data processing position.

* Tuition fees subject to change.

INSURANCE POLICY PROCESS CLERKS TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Woodruff Regional Occupational Center
302 W. Weber Ave.
Stockton, CA. 95203
(209) 953-4606

Data Entry/Keyboarding

Average time to complete program: 8 months
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Ability to type 25-30 wpm
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 560170

The Data Entry/Keyboarding course teaches students the basic skills, such as keyboarding, needed for entry-level employment in data entry type occupations.

ADULT SCHOOL COURSES

Stockton Adult School
1525 Pacific Avenue
Stockton, CA. 95204
(209) 953-4254

Database Entry

Average time to complete program: Self-paced
Approximate cost to enroll: No registration fee
Other fees: Textbook: \$ 14.00
Program requirements: "C" average or better
Prerequisites: Sufficient English skills
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Adults
OES Code: 560170

This course introduces the student to computer data entry skills - entering data from invoices and records into a prepared database. No database set-up, design, or programming is covered.

ASSESSMENT CODES

California Occupational Guide #431

Specific Vocational Preparation = 4.8 (6 to 12 months)

	RML		G V N S P Q K F M E C
GED:	3 3 3	APTITUDES:	3 3 3 5 4 2 3 3 4 5 5

INTERESTS: Clerical

GOE Code: 07.04.02

JANITORS AND CLEANERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Janitors and cleaners keep buildings in clean and orderly condition. They perform heavy cleaning duties such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnaces and boilers, performing routine maintenance activities, notifying management of the need for repairs and additions, and cleaning snow or debris from sidewalks. Does not include maids and housekeepers.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.00 - \$ 8.50	\$ 5.12	\$ 7.25 - \$ 8.50	\$ 8.25
Experienced/ New to Firm:			
\$ 5.00 - \$ 8.75	\$ 6.24	\$ 8.25 - \$10.00	\$ 8.25
3+ Yrs. Experience with Firm:			
\$ 5.00 - \$ 9.75	\$ 6.75	\$ 9.00 - \$10.25	\$ 9.00

More than half of the firms in this sample have more than one shift for employees. Full-time employees average 40 hours a week, part time employees average 27 hours per week. 27% of employment in this sample is part-time.

BENEFITS

ratio of firms responding

Paid Vacation	17/19	
Retirement Plans	15/19	
Medical Insurance	14/19	
Dental Insurance	14/19	
Paid Sick Leave	14/19	
Vision Insurance	12/19	
Life Insurance	10/19	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	2,150, very large
Growth Rate (per yr.):	1.5%, average
Job Growth (92-99):	200
Separations (92-99):	290

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding either experienced or inexperienced applicants who meet their hiring standards. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	23%	8211
Building Maintenance Services, NEC	21%	7349
Eating Places	6%	5812
Grocery Stores	4%	5411

DOT Code:

381.687-014
381.687-018
382.664-010
389.683-010
891.687-018

TITLE

CLEANER, COMMERCIAL/INSTIT.
CLEANER, INDUSTRIAL
JANITOR
SWEEPER-CLEANER, INDUSTRIAL
PROJECT CREW WORKER

23 FIRMS RESPONDING

OES Code: 670050

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school. Some report that recent hires have less than high school. Most employers report that most recent hires have no prior vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 4 to 12 months prior experience, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Understanding of cleaning compounds and solutions

Personal:

Ability to work independently

Willingness to work with close supervision

Basic:

Ability to follow oral instructions

Oral communication skills

Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 100 lbs.

Technical:

Knowledge of hazardous materials

Ability to operate floor polishing equipment

Window washing skills

Ability to shampoo carpets

Personal:

Possession of a reliable vehicle

Possession of mechanical aptitude

Public contact skills

Basic:

Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Building Manager

Head Custodian/Maintenance Supervisor

Janitor

In most cases this is an entry level position. Most employers report promoting workers from this occupation into higher ranking positions such as lead janitor, head custodian, maintenance worker or supervisor.

Many employers report hiring into this position through newspaper advertisements, employee referrals or hiring unsolicited walk-ins.

EDUCATION:

Less than HS (G01)	HS Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VE/CERTIFICATES TRAINING: NA

30 days	3	6	9	12	15	24	30	36	42	48
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PROGRAM NAME: Janitor and Cleaner

30 days	3	6	9	12	15	24	30	36	42	48
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JANITORS AND CLEANERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: None offered at SJDC

Top Code: 300500

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS

Goodwill Industries of San Joaquin Valley, Inc.
128 S. Grant St.
Stockton, CA. 95202
(209) 466-2311

Janitorial Occupations

Average time to complete program: 8 weeks
Approximate cost to enroll: Service fees vary; will accept referrals from community agencies
Other fees: None
Program requirements: Successful completion
Prerequisites: Possess aptitudes to learn skills of trade, ability to read and write some English, and the ability to lift 25 lbs.
Open entry/Open exit: yes
What is received upon completion: Certificate
Target students: Adults with employment barriers
OES Code: 670050

This program trains students for employment as janitors, industrial cleaners or commercial and institutional cleaners. The program also instructs students in occupational skills and provides "on-the-job" training for entry-level employment. Scholarships are available for qualified individuals.

ADULT SCHOOL COURSES

Stockton Adult School
1525 Pacific Avenue
Stockton, CA. 95204
(209) 953-4254

Custodial Services

Average time to complete program: 30 hours
Approximate cost to enroll: No registration fee
Other fees: Materials fee varies
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 670050
Custodial Services offers training in the field of maintenance and use of tools to work as an entry-level custodian or janitor in an institution.

ASSESSMENT CODES

California Occupational Guide #88
Specific Vocational Preparation = 2.4 (Short demo. to 30 days)
R M L G N S P Q K F M E C
GED: 1 1 1 APTITUDES: 4 4 5 4 4 5 4 3 4 5
INTERESTS: Mechanical
GOE Code: 05.12.18

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 9.75	\$ 7.79
Experienced/New to Firm:	\$ 5.75 - \$11.50	\$10.38
3+Yrs Experience with Firm:	\$ 8.75 - \$13.25	\$11.54

Most employees in this occupation work full-time (40 hours per week). Part-time employees average 25 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	17/17	100%
Paid Sick Leave	17/17	100%
Medical Insurance	14/17	82%
Dental Insurance	11/17	65%
Life Insurance	10/17	59%
Retirement Plans	9/17	53%
Vision Insurance	4/17	24%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	310 – medium
Growth Rate (per yr.):	4.2%, much faster than average
Job Growth (92-99):	70
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards and little to no difficulty finding inexperienced applicants who meet their needs. Job turnover accounts for many of the job opportunities. Many recruit employees through newspaper advertisements and private employment agencies.

WHERE THE JOBS ARE

	Percent	SIC
Legal Services	99%	8111

17 FIRMS RESPONDING

OES Code: 551020

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recently hired employees have completed high school. Some employers report that recent hires have completed one to two years of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require three months or more of prior work experience in this occupation. Many employers will accept training as a substitute for experience.

VERY IMPORTANT SKILLS

Technical:

Proofreading skills
Ability to follow law office methods and procedures
Ability to maintain an appointment calendar
* Ability to use word processing software
Ability to write effectively
Telephone answering skills
Understanding of legal terms
Alphabetic and numeric filing skills
Ability to type at least 60 wpm
Ability to operate a transcribing machine
Record keeping skills
Understanding of court proceedings

Personal:

Ability to interact with others
Ability to work under pressure
Ability to work independently
Ability to pay attention to detail
Ability to read and comprehend information quickly
Public contact skills
Willingness to work with close supervision
Basic math skills

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

* Most firms indicated knowledge of Wordperfect® or MS Word®

OCCUPATIONAL MOBILITY

FROM

TO

Legal Secretary

Legal Assistant

Receptionist/Office Clerk

Most employers promote employees into this occupation from clerical occupations including Office Clerk and Receptionist. Some employers will promote employees to Secretaries or Legal Assistants.

RECOMMENDATIONS:											
Less than H.S. (GED)		H.S. Diploma		1 yr.		2 yrs. (AA)		3 yrs.		4 yrs. (BA)	
VOICATIONAL TRAINING:											
30 days		3		6		9		12		18	
24		30		36		42		48			
EMPLOYMENT: Legal Secretary											
30 days		3		6		9		12		18	
24		30		36		42		48			

LEGAL SECRETARIES

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

Although San Joaquin Delta College has coursework that instructs students in the basic legal secretary skills, the schools indicated in the next column are recommended for students who seek certificates or degrees in the field as a legal secretary.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Legal Administrative Assistant

Average time to complete program: 3 quarters
Approximate cost to complete: \$1,568 per quarter
Other fees: +20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 551020

* Tuition fees subject to change effective every year.

Legal Administrative Assistants are considered part of the legal team, along with attorneys and paralegals. Working together with these other professionals, the legal secretary helps solve clients' problems by providing the support necessary to complete legal action. This program provides specialized legal training and knowledge of office fundamentals - the necessary skills for a professional legal administrative assistant position.

M.T.I. Business College Inc.
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Legal Secretary

Average time to complete program: 8 months, 1 week
Approximate cost to complete: \$ 4,525.00
Other fees: \$ 1,170.00 Books
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED or Ability to Benefit Test
Open entry/ Open exit: yes
What is received upon completion: Diploma
Target students: Adults
OES Code: 551020

* Tuition fees subject to change effective every year.

Students enrolling in the Legal Secretary program are prepared for employment as a Legal Secretary at entry-level. Skills taught are similar to that of basic secretarial skills with an emphasis in legal office and management techniques.

See also:

Worldwide Educational Services, Stockton
MTI Western Business College, Sacramento

...(209) 951-1174.
...(916) 339-1500.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #172

Specific Vocational Preparation = 6.0 (12 to 24 mos.)

GED: R M L G V N S P Q K F M E C
4 2 4 APTITUDES: 2 2 3 4 2 2 2 2 3 5 4

INTERESTS: Clerical

GOE Code: 07.01.03

LICENSED VOCATIONAL NURSES

DOT Code:
079.374-014

TITLE
NURSE, LICENSED PRACTICAL

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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25 FIRMS RESPONDING

OES Code: 325050

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES/BENEFITS

Weighted by Employees in Sample

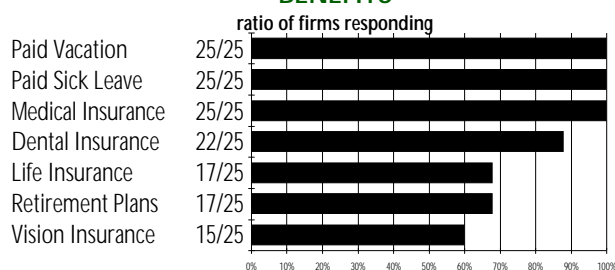
Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$10.00 - \$14.00	\$12.50	\$10.75 - \$11.50	\$10.76
Experienced/ New to Firm:			
\$11.00 - \$15.50	\$13.00	\$10.75 - \$12.25	\$11.63
3+ Yrs. Experience with Firm:			
\$11.75 - \$18.00	\$15.25	\$11.75 - \$13.25	\$12.79

Weighted by Employer Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$10.00 - \$14.00	\$12.50	\$10.75 - \$13.50	\$11.45
Experienced/ New to Firm:			
\$11.00 - \$15.50	\$13.00	\$10.75 - \$14.00	\$12.30
3+ Yrs. Experience with Firm:			
\$11.75 - \$18.00	\$15.13	\$11.75 - \$15.00	\$13.31

Compared with wages from the 1989 survey of this occupation, wages have increased slightly. Only 5 of the 25 employers in this sample were unionized, however, unionized employment made up 55% of all employment. Most (19 of 25) employers hire part-time and part-time employees average 25 hours per week. 21% of this sample is part-time.

BENEFITS



Benefits are a shared cost to full-time employees for 84% of this sample.

OCCUPATIONAL MOBILITY

FROM

TO

Supervisory Nurse

Registered Nurse

Licensed Vocational Nurse

Nurses Aide/Certified Nursing Assistant

No direct promotion without fulfilling educational requirements. Demand for Licensed Vocational Nurses with specialty skills increases the likelihood of advancement.

In combination with acceptable training, many employers promote into this position from positions such as laboratory assistant or certified nurses aide. Most will promote from this position into higher ranking positions in supervision.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Completion of an accredited California training program in practical/vocational nursing or other qualifying experience is required. LVNs must also pass a state licensing examination. Employers report that most recent hires have completed high school or the equivalent and vocational training taking 1 to 2 years. Many report that most recent hires have completed an AA degree.

EXPERIENCE & OTHER REQUIREMENTS

Many employers only hire applicants who are school trained or experienced. Most employers require an average of 9 months prior experience as an LVN but sometimes substitute training for experience. Experience in home care, rehabilitation, or as a medical assistant or emergency medical technician, combined with the requisite training, is acceptable to some employers.

VERY IMPORTANT SKILLS

Technical:

Ability to administer medications, Ability to take vital signs
Ability to detect complications in patients
Knowledge of medical terminology
Ability to provide personal services to patients
Record keeping skills, Ability to administer injections
Understanding of asepsis, Ability to write effectively
Ability to apply transferring techniques moving patients
Ability to follow laboratory procedures, Ability to prepare deceased patients

Personal:

Ability to interact well with others, Ability to handle crisis situations
Ability to work under pressure, Public contact skills
Ability to work independently, Willingness to work with close supervision

Basic:

Oral communication skills, Ability to follow oral instructions
Ability to read and follow instructions, Ability to write legibly, Basic math skills

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	850 – large
Growth Rate (per yr.):	1.3%, slower than average
Job Growth (92-99):	70
Separations (92-99):	80

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding both experienced and inexperienced applicants who meet their hiring standards. Both turnover and growth create new job opportunities.

96% of employers report recruiting through newspaper advertisements, 48% use employee referrals, and 32% hire unsolicited walk-ins and use in-house promotions (employee must complete licensed), or recruit through school training programs (16%).

Almost all employers indicate more than one shift and 24% indicate a shortage of staff for swing shift/evening positions. Opportunities are strongest for applicants willing to work evening or night shifts.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospitals	41%	8062
Skilled Nursing Facilities	30%	8051
Offices & Clinic of Medical Doctors	11%	8011
Nursing & Personal Care, NEC	5%	8059
Psychiatric Hospitals	5%	8063

EDUCATION: *Must also be licensed*

Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)

VOCATIONAL TRAINING:

30 days 3 6 9 12 18 24 36 48 60

EXPERIENCE: Licensed Vocational Nurse

30 days 3 6 9 12 18 24 30 36 42 48

LICENSED VOCATIONAL NURSES

TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

Certificate: None offered at this time.

Top Code: 120320

ADULT SCHOOL COURSES: NA

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

OTHER TRAINING PROGRAMS: NA

ASSESSMENT CODES

California Occupational Guide #313

Specific Vocational Preparation = 6.0 (1 to 2 yrs.)

RML G V N S P Q K F M E C
GED: 4 3 4 APTITUDES: 3 3 4 3 3 4 3 3 4 4

INTERESTS: Humanitarian

GOE Code: 10.02.01

LOAN AND CREDIT CLERKS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------



DESCRIPTION

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit.

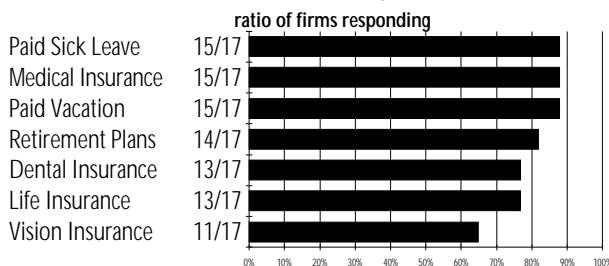
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.25 - \$ 8.75	\$ 6.92
Experienced/New to Firm:	\$ 6.00 - \$11.50	\$ 7.75
3 + Yrs Experience with Firm:	\$ 7.50 - \$13.00	\$10.38

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.25 - \$10.50	\$ 7.37
Experienced/New to Firm:	\$ 6.50 - \$11.50	\$ 8.34
3 + Yrs Experience with Firm:	\$ 7.50 - \$14.50	\$10.09

Most employers pay an hourly wage, although some combine hourly wages with commissions or bonuses or pay on a *commission basis only. Almost all employees in this sample are full time averaging 40 hours per week.

BENEFITS



The cost of benefits are shared by the employer and employee in 10 of the 17 firms in this sample. The employer pays benefits in the balance of firms.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	430 – medium
Growth Rate (per yr.):	1.5%, average
Job Growth (92-99):	40
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty in finding either experienced or inexperienced applicants who meet their hiring standards. Turnover and growth both create new occupational opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Hospital & Medical Service Plans	34%	6324
Savings Institutions, Except Federal	22%	6036
State Commercial Banks	15%	6022
Real Estate Agents & Managers	8%	6531
Mortgage Bankers & Correspondant	6%	6162
Title Insurance	5%	6361

* **Note:** Only 2 firms pay commission to employees who are Entry Level/No Experience, 4 firms pay commissions at Experienced/New to Firm and 3+ Yrs Experience with Firm with median of \$13.94 and \$16.83 per hour respectively.

DOT Code:

205.367-022
203.382-022
209.367-022
219.362-038
249.367-050
249.382-010

TITLE

CREDIT CLERK
MORTGAGE PROCESSING CLERK
DISBURSEMENT CLERK
MORTGAGE CLOSING CLERK
LOAN CLOSER
MORTGAGE CLERK

17 FIRMS RESPONDING

OES Code: 531210

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Some report that recent hires have completed AA or BA degrees, or 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 to 24 months prior experience in the position or in a related position such as credit checker, loan processing clerk or general office clerk. Most employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Telephone answering skills
Ability to perform detailed clerical work
Ability to follow specialized bookkeeping procedures
Ability to use a calculator
Business math skills, Record keeping skills

Personal:

Ability to interact well with others, Public contact skills
Willingness to work with close supervision
Ability to work under pressure, Ability to work independently

Basic:

Ability to think logically
Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly, Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Understanding of regulations affecting financial institutions
Knowledge of microcomputer hardware and operating systems
Ability to interview others for information
Ability to use word processing software
Ability to write effectively, Ability to use spreadsheet software
Ability to apply sales techniques, Ability to type at least 45 wpm

Personal:

Customer services skills

Note: Some employers indicated knowledge of spreadsheet and wordprocessing software such as WordPerfect, MS Word & Excel, and Lotus 1 2 3.

OCCUPATIONAL MOBILITY

FROM

TO

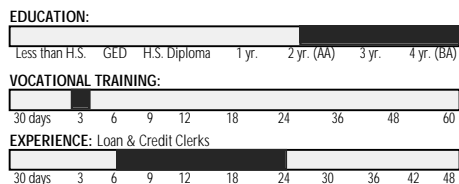
Loan Officer

Loan & Credit Clerk

Teller/Assistant Loan Service Representative

Most employers promote into this occupation from lower ranking positions such as teller, customer service representative or loan secretary. Most also report promoting from this occupation into higher ranking positions such as loan officer or assistant office supervisor.

82% of employers recruit through In-house promotions, 71% through newspaper advertisements and some (29%) through employee referrals.



SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Banking & Finance

Average time to complete program: 28 units
Approximate cost to enroll: \$ 364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level banking skills
OES Code: 531050
Gov. program classification/code: TOP/050400

This program provides training in specialized skills such as agricultural lending, real estate lending, business lending and trust services. The program prepares the student for entry-level employment as loan and credit clerks, loan interviewers, and new account clerks. (See Delta's Bank Customer Service program also for further information).

*Program cost is calculated at \$13 per unit for CA residents.

ADULT SCHOOL COURSES N/A

OTHER TRAINING PROGRAMS: NA

LOAN AND CREDIT CLERKS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Banking/Financial Careers

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 531050

This course is designed to provide the student with the opportunity to gain skills through classroom and "hands-on" training. Second semester students are placed in community businesses to gain "on-the-job" training. Students are trained in the following financial areas: new accounts clerk, statement clerk, proof department, bookkeeping, teller/cashier, loans, as well as instruction in consumer and business economics.

Lodi Career Center
420 S. Pleasant Ave.
Lodi, CA. 95240
(209) 331-7616

Banking and Finance

Average time to complete program: 9 months
Approximate cost to enroll: No registration fee
Other fees: \$25.00 materials fee (adults)
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 531020

This program prepares the student for entry-level employment in banks and financial institutions. Skills taught include teller-cashiering, verifying and cashing checks, balancing bank statements, loss prevention and customer service. Students also learn how to operate 10-key (by touch) and data entry skills on the computer. Qualified students may train in local banks and finance institutions during a portion of class time.

Note: This course is instructed at Tokay High School.

ASSESSMENT CODES

California Occupational Guide #526

Specific Vocational Preparation = 4.9 (6 to 12 mos.)

RML G V N S P Q K F M E C
GED: 4 3 4 APTITUDES: 3 3 3 5 4 2 4 4 4 5 5
INTERESTS: Clerical
GOE Code: 07.04.01

LOAN OFFICERS & COUNSELORS

DOT Code:
186.267-014
186.267-018

TITLE
LOAN COUNSELOR
LOAN OFFICER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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19 FIRMS RESPONDING

OES Code: 211080

DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. This includes occupations such as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

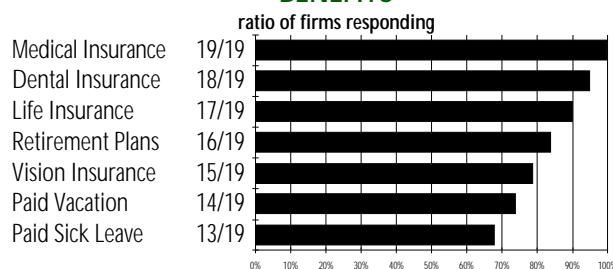
WAGES/BENEFITS

Weighted By Employees in Sample		Commission	
Range	Median	Range (hr.)	Median (hr.)
Entry Level/No Experience:			
\$10.75 - \$11.50	\$11.53	\$11.50 - \$21.50	\$17.31
*Experienced/ New to Firm:			
\$ 9.25 - \$16.25	\$ 9.23	\$13.25 - \$36.00	\$24.00
3+ Yrs. Experience with Firm:			
\$ 4.35 - \$ 4.50	\$ 4.35	\$19.75 - \$48.00	\$36.00

Weighted By Employer Sample		Commission	
Range	Median	Range (hr.)	Median (hr.)
Entry Level/No Experience:			
\$ 5.25 - \$13.00	\$11.42	\$11.50 - \$21.50	\$15.85
Experienced/ New to Firm:			
\$ 8.50 - \$16.00	\$12.82	\$11.50 - \$36.00	\$22.09
3+ Yrs. Experience with Firm:			
\$ 8.50 - \$24.00	\$15.00	\$19.25 - \$48.00	\$28.80

Many employers pay on a commission basis, or combine commissions with a base salary. 13 of 19 firms share the cost of benefits with employees. Employers pay the cost in the balance of the firms.

BENEFITS



OCCUPATIONAL MOBILITY

FROM

TO
Manager

Assistant Manager

Loan Officer/Counselor

Teller/Loan Processor/Clerk

Most employers promote into this occupation from lower ranking occupations such as loan clerk or processor, and will promote from this occupation into higher ranking occupations in management or underwriting.

68% of employers recruit through newspaper advertisements, 53% through in-house promotions, and 47% through employee referrals.

***Note:** Only 4 firms in this sample that have base salary with commissions, hire new employees without experience. Overall, only 10 of the 19 employers (53%) hire new without experience. The low end of the range and median for New to Firm with Experience - Weighted by Employees in Sample may appear to be skewed since it is lower than New without Experience, but the figures represented here are accurate and appear to be lower because it draws on a sample that contains employers that pay a lower wage and this sample is significantly larger than the sample for New without Experience.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed AA degrees. Some report that recent hires have 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers require an average of 24 months prior experience in the position, but many will substitute training for experience, or experience in related occupations such as credit analysis or loan processor, or other sales occupations such as real estate sales.

VERY IMPORTANT SKILLS

Technical:

Ability to apply sales techniques
Understanding of conventional loans
Understanding of regulations affecting financial institutions
Business math skills
Problem solving skills
Ability to write effectively
Ability to maintain financial records
Ability to interview others for information

Personal:

Public contact skills, Ability to work independently
Customer service skills, Willingness to work with close supervision

Basic:

Ability to think logically, Oral communication skills
Ability to read and follow instructions, Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Record keeping skills
Ability to plan and organize the work of others
Ability to handle credit and collections
Ability to use spreadsheet software
Knowledge of government loan procedures
Ability to follow specialized bookkeeping procedures
Knowledge of microcomputer hardware and operating systems
Telephone answering skills

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

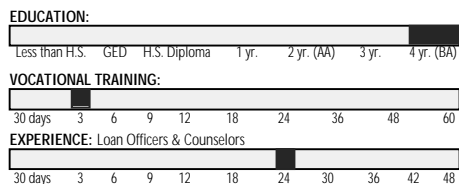
Size, 1999:	350 – medium
Growth Rate (per yr.):	3.0%, much faster than average
Job Growth (92-99):	60
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding experienced applicants and no difficulty finding inexperienced applicants meeting their hiring standards. Turn-over and growth create occupational opportunities for loan and credit officers.

WHERE THE JOBS ARE

	Percent	SIC
State Commercial Banks	43%	6022
Savings Institutions, Except Federal	22%	6036
Mortgage Bankers & Brokers	9%	6162
National Commercial Banks	5%	6021



LOAN OFFICERS & COUNSELORS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Banking & Finance

Average time to complete program: 28 units
Approximate cost to enroll: \$ 364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level banking skills
OES Code: 531050
Gov. program classification/code: TOP/050400

This program provides training in specialized skills such as agricultural lending, real estate lending, business lending and trust services. The program prepares the student for entry-level employment as loan and credit clerks, loan interviewers, and new account clerks. (See Delta's Bank Customer Service program also for further information).

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Banking/Financial Careers

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 531050

This course is designed to provide the student with the opportunity to gain skills through classroom and "hands-on" training. Second semester students are placed in community businesses to gain "on-the-job" training. Students are trained in the following financial areas: new accounts clerk, statement clerk, proof department, bookkeeping, teller/cashier, loans, as well as instruction in consumer and business economics.

See also:

Lodi Career Center, Lodi

.....(209) 331-7616 or (209) 953-8616.

OTHER TRAINING PROGRAMS

California Career College
1132 Main Street
Manteca, CA. 95336
(209) 239-1700

Mortgage Banking Program

Average time to complete program: 16 weeks
Approximate cost to enroll: \$ 5,315.00
Other fees: \$ 180.00 (registration & books)
Program requirements: Course Completion, 70% or better to pass the course final exam.
Prerequisites: Interview with the Admissions Dept.
Open entry/ Open exit: no
What is received upon completion: Diploma
Target students: Adults
OES Code: 211080

This program, of combined real estate principles and mortgage banking provides the student with basic training to enter the field of real estate loan officer/processor. Program focuses on the principles and practices of real estate as approved by the California Department of Real Estate. Exam practice and pre-testing is included. The real estate exam will be taken upon the first eight weeks of training.

ADULT SCHOOL COURSES N/A

ASSESSMENT CODES

California Occupational Guide #507

Specific Vocational Preparation = 7.0 (2 to 4 years)

RML G V N S P Q K F M E C
GED: 5 4 5 APTITUDES: 2 2 3 4 4 3 4 4 4 5 5

INTERESTS: Clerical

GOE Code: 07.01.01

MACHINE FEEDERS & OFFBEARERS

DOT Code: 653.686-026 BINDERY-MACHINE FEEDER-OFFBEARER
 651.686-014 FEEDER
 677.686-014 GLASS-CUTTING MACHINE FEEDER
 715.686-014 MACHINE FEEDER
 529.686-070 PRODUCTION HELPER

San Joaquin PIC DEMAND San Joaquin PIC QUALITY San Joaquin PIC TARGET

16 FIRMS RESPONDING

OES Code: 985020

DESCRIPTION

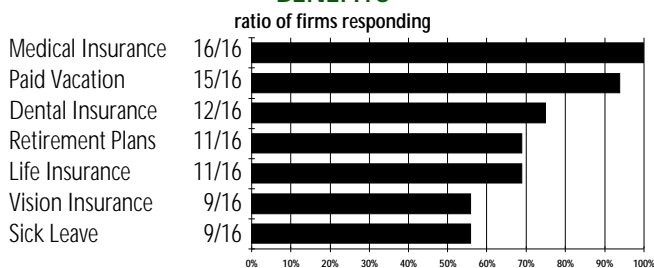
Feeds machines, including automatic fabricating, food processing, grinding, mixing, or packaging machines or machine hoppers, conveyors or feedracks with metal, plastics, food ingredients or other stocks or materials; removes or transfers raw materials, stocks or finished products from machines, and loads onto feed conveyors for next operation or transports about plant or warehouse by hand truck. May work with others or individually, and may operate the processing machinery

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.50 - \$9.00	\$ 6.00	\$ 8.00- \$14.50	\$ 9.56
Experienced/ New to Firm:			
\$ 4.50 - \$10.00	\$ 6.50	\$ 8.00- \$14.50	\$ 9.56
3+ Yrs. Experience with Firm:			
\$ 5.50 - \$12.00	\$ 8.00	\$10.25 - \$15.50	\$12.49

Most employees of the employers in the study were unionized though most firms were non-union.

BENEFITS



Most employers offer benefits to full-time employees and share the cost of benefits. Benefits are not offered to most part-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	500-large
Growth Rate (per yr.):	0.6%, slower than average
Job Growth (92-99):	20
Separations (92-99):	110

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring experienced or inexperienced applicants who meet their hiring standards. While many employers predict employment to remain stable or grow, some foresee a decline over the next three years due to automation.

WHERE THE JOBS ARE

	Percent	SIC
Flat Glass	15%	3211
Canned Fruits and Vegetables	14%	2033
Printed Circuit Boards	10%	3672
Linen Supply	8%	7213

EMPLOYER REQUIREMENTS

EDUCATION AND TRAINING

Almost all employees in this occupation have a high-school diploma or its equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require 6 months experience in this or an allied occupation such as machine tender or warehouse worker, but will usually substitute training for experience. Some employers indicate an increasing need for basic computer skills.

VERY IMPORTANT SKILLS

Technical:

Ability to learn machine operation
 Weighing and/or measuring skills

Physical:

Manual dexterity
 Good eye-hand coordination
 Full use of hands, arms, and fingers
 Ability to stand for prolonged periods
 Good vision
 Loading/unloading skills

Personal:

Knowledge of safe equipment practices
 Ability to learn on the job training
 Ability to work independently
 Ability to do routine, repetitive work
 Willingness to work weeknights, weekends, and holidays
 Ability to interact well with others
 Willingness to work with close supervision

Basic:

Ability to follow oral instructions
 Ability to read and follow instructions
 Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Supervisor/Manager

Machine Operator

Machine Feeder/Offbearer

General Laborer

Many employers report promoting into this occupation from such occupations as a general laborer or stacker. Most employers report promoting into positions of machine operator, supervisor or manager.

Most employers recruit for this occupation through employee referrals and in-house promotions. Many employers also hire unsolicited walk-ins or through the EDD. Most employers require a drug test as part of their application process and many require a medical physical.

MACHINE FEEDERS & OFFBEARERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA

REGIONAL OCCUPATIONAL
CENTER PROGRAMS:NA

ADULT SCHOOL COURSES: NA

OTHER TRAINING PROGRAMS: NA

MACHINERY MAINTENANCE MECHANICS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:

638.261-030
629.280-010
626.361-010
601.281-030

TITLE

MACHINE REPAIRER, MAINTENANCE
MAINTENANCE MECHANIC
REPAIRER, WELDING, BRAZING
TOOL, GAUGE, AND FIXTURE REPAIR



15 FIRMS RESPONDING

OES Code: 851100

Reason for Limited Survey

Although the number of employers sampled was sufficient to treat this as a full survey occupation, it was found that the duties, skills, experience requirements and wage rates varied widely by industry and specific type of equipment that machinery maintenance mechanics maintain and repair. Additionally, many smaller employers combine the duties of machinery maintenance mechanics with other occupations concerned with the maintenance of facilities or equipment. Thus, while the information provided below can be treated as accurate in a very general sense, prospective job seekers, trainers, etc., who may use this information should be aware that specific requirements, demand, etc., may vary widely depending upon the above considerations.

DESCRIPTION

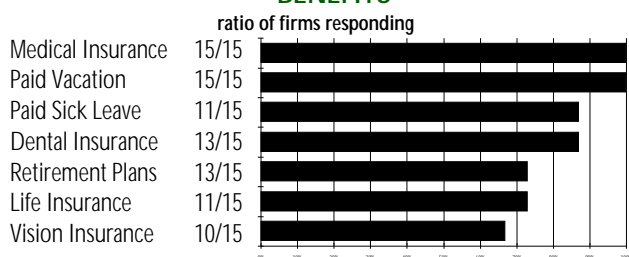
Machinery maintenance mechanics repair and maintain the operating condition of industrial production and processing machinery, machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 8.00 - \$15.75	\$10.22
Experienced/ New to Firm:	\$12.25 - \$17.00	\$15.79
3+ Yrs. Experience with Firm:	\$13.25 - \$20.25	\$16.00

80% of employers and 98% of employment in this sample are unionized. Non-unionized employers generally pay wage rates below the medians shown above.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	770 – large
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	60
Separations (92-99):	120

SUPPLY/DEMAND ASSESSMENTS

Most employers reported some difficulty finding experienced applicants who met their hiring standards and no difficulty finding inexperienced applicants. Turnover creates most employment opportunities for job seekers in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Canned Fruits & Vegetables	17%	2033
Federal Government	10%	9010
Metal Cans	8%	3411

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent, and 3 to 24 months of vocational training. Some report completion of a formal apprenticeship program.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 to 36 months prior experience in the occupation although some will accept 12 to 36 months of experience in electrical or other mechanical work.

VERY IMPORTANT SKILLS

Technical:

Ability to follow safe equipment operating practices
Ability to operate power hand tools
Problem solving skills
Ability to use service manuals
Shop math skills
Ability to operate precision measuring instruments
Ability to read blueprints
Welding skills
Ability to work from engineering sketches

Physical:

Ability to use hands, arms, and fingers
Manual dexterity
Possession of agility and coordination
Ability to climb ladders
Ability to perform strenuous, physically demanding work

Personal:

Ability to work independently
Ability to work under pressure
Possession of mechanical aptitude
Willingness to work nights, weekends, and holidays

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

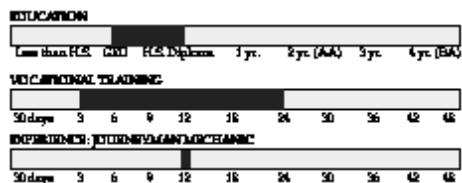
Maintenance Leadman

Machinery Maintenance Mechanic I, II, III

Machine Operator

Most employers will promote into this occupation from various plant positions such as machine operator, maintenance helper or fork-lift driver. Most report promoting from this occupation into higher ranking positions such as maintenance leadman or supervisor.

Most employers hire through newspaper advertisements or job postings with EDD. Some use employee or union hall referrals or hire unsolicited walk-ins.



SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Machine Shop Technology

Average time to complete program: 52 units
Approximate cost to enroll: \$ 676*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 851110
Gov. program classification/code: TOP/094500

This program provides the necessary knowledge and skills to enter the trade by developing skills in operation of the lathe, milling machine, shapers, grinders, and heat treating.

*Program cost is calculated at \$13 per unit for CA residents.

(See Technical Arts' Industrial Technology and Fluid Power Technology programs as well for more information on training in this or related occupations).

OTHER TRAINING PROGRAMS: NA

LIMITED SURVEY OCCUPATION

MACHINERY MAINTENANCE MECHANICS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Escalon High School
1520 E. Yosemite Ave.
Escalon, CA. 95320
(209) 838-7073

Tractor and Machinery Maintenance

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: Materials fee (adults)
Program requirements: "C" average or better
Prerequisites: 1 yr. of Ag. Shop classes and shop skills or instructor's permission
Open entry/ Open exit: N/A
What is received upon completion: Certificate (adults)
Target students: Grades 11,12, adults
OES Code: 851100

This program is designed for students interested in seeking entry-level employment as a tractor or machinery maintenance person. Students are taught principles of engines, fuel and oils, machinery maintenance, tractor hydraulics and design, tires, battery care and power transmitting units. They are introduced to maintenance techniques in small engine repair, equipment repair, and construction.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #9

Specific Vocational Preparation = 6.4 (1 to 2 years)

RML G V N S P Q K F M E C
GED: 4 4 4 APTI TUDES: 2 3 2 2 2 4 3 3 2 5 4

INTERESTS: Mechanical

GOE Code: 05.05.09

MACHINISTS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DOT Code:

600.280-026
600.280-022
600.280-042

TITLE

MACHINIST APPRENTICE
MACHINIST
MAINTENANCE MACHINIST



17 FIRMS RESPONDING

OES Code: 891080

DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan the sequence of operations.

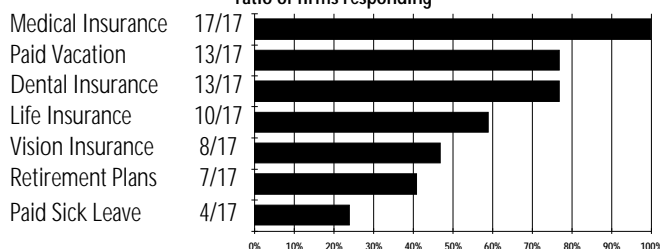
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$ 8.50	\$ 6.50
Experienced/New to Firm:	\$ 6.50 - \$17.75	\$12.00
3 + Yrs Experience with Firm:	\$ 9.50 - \$18.00	\$13.95
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$9.00	\$ 6.47
Experienced/New to Firm:	\$ 6.50 - \$17.50	\$14.42
3 + Yrs Experience with Firm:	\$ 9.50 - \$18.00	\$14.53

Some employers are unionized. Most unionized employers pay above the median wage rates shown at all experience levels.

BENEFITS

ratio of firms responding



Most employers pay the full cost of benefits.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	360- medium
Growth Rate (per yr.):	0.8%, slower than average
Job Growth (92-99):	20
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty hiring both experienced and inexperienced applicants who meet their hiring standards. Most employers report hiring last year. Turnover and growth supplied most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Industrial Machinery, NEC	23%	3599
Fabricated Structural Metal	13%	3441
Machine Tools, Metal Forming Types	9%	3542

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employees working for the employers in the study have completed high school or the equivalent. Many employers report that recent hires have completed vocational training, including apprenticeships or trade school, or certification in numerically controlled machines (CNC).

EXPERIENCE & OTHER REQUIREMENTS

Most require 12 months or more experience in the occupation or related occupation such as welder, machine operator or laborer, but sometimes substitute 6 months or more of training for experience.

VERY IMPORTANT SKILLS

Technical:

Possess mechanical aptitude
Knowledge of safe equipment operating practices
Ability use jigs and holding fixtures
Ability to work from engineering sketches
Ability to use precision tools, Ability to use power tools
Ability to use inspection equipment
Ability to use hand tools, Ability to read blueprints
Ability to do precision work
Ability to analyze and solve problems

Physical:

Good eye-hand coordination
Ability to stand for prolonged periods
Manual dexterity, Ability to lift at least 50 lbs.

Personal:

Ability to work independently
Ability to work under pressure
Willingness to work with close supervision

Basic:

Ability to read and follow instructions
Ability to write legibly

Some employers comment that the need for the ability to program numerically controlled machines will increase in the future, while the need for knowledge of manual set-ups may decline. Most employers report that applicants need math skills which include knowledge of basic multiplication and division, and computation of decimals and fractions.

OCCUPATIONAL MOBILITY

FROM

TO

Supervisor

Foreperson

Machinist

Assembly Worker

Many employers report promoting employees into this occupation from production/assembly or helper positions, and may promote from this occupation into higher ranking positions such as foreperson or supervisor.

Most employers recruit from employee referrals or newspaper advertisements. Unionized employers recruit through union halls. Many hire unsolicited walk-ins. Screening for employment may include drug testing, DMV checks and/or medical/physical exams.

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Machine Shop Technology

Average time to complete program: 52 units
Approximate cost to enroll: \$ 676*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 851110
Gov. program classification/code: TOP/094500

This program provides the necessary knowledge and skills to enter the trade by developing skills in operation of the lathe, milling machine, shapers, grinders, and heat treating.

*Program cost is calculated at \$13 per unit for CA residents.

(See Technical Arts' Industrial Technology and Fluid Power Technology programs as well for more information on training in this or related occupations).

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Escalon High School
1520 E. Yosemite Ave.
Escalon, CA. 95320
(209) 838-7073

Tractor and Machinery Maintenance

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: Materials fee (adults)
Program requirements: "C" average or better
Prerequisites: 1 yr. of Ag. Shop classes and shop skills or instructor's permission
Open entry/ Open exit: N/A
What is received upon completion: Certificate (adults)
Target students: Grades 11,12, adults
OES Code: 851100

This program is designed for students interested in seeking entry-level employment as a tractor or machinery maintenance person. Students are taught principles of engines, fuel and oils, machinery maintenance, tractor hydraulics and design, tires, battery care and power transmitting units. They are introduced to maintenance techniques in small engine repair, equipment repair, and construction.

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES

Tracy Adult School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5034

Electrician

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 872020

This course consists of the study of basic theory, source of electricity, circuits and power, magnetism, and generators. Students learn entry-level skills to work as an Electrician.

ASSESSMENT CODES

California Occupational Guide #9

Specific Vocational Preparation = 7.0 (2 to 4 years)

GED: RML 4 4 3 G V N S P Q K F M E C
APTITUDES: 2 3 2 2 2 3 3 3 3 3

INTERESTS: Mechanical

GOE Code: 05.05.07

MAINTENANCE REPAIRERS, GENERAL UTILITY

San Joaquin PIC
DEMAND

San Joaquin PIC
QUALITY

San Joaquin PIC
TARGET

DOT Code:
899.261-014
899.381-010
638.281-010

TITLE
MAINTENANCE REPAIRER, INDUSTRIAL
MAINTENANCE REPAIRER, BUILDING
FIRE FIGHTING EQUIPMENT SPECIALIST



17 FIRMS RESPONDING

OES Code: 851320

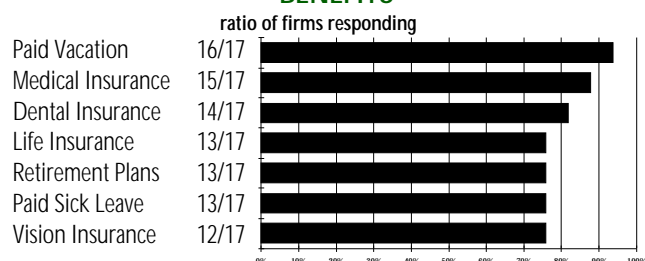
DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.50 - \$10.50	\$ 6.30	\$ 9.75 - \$10.00	\$ 9.84
Experienced/ New to Firm:			
\$ 6.50 - \$14.50	\$ 7.25	\$ 9.25 - \$16.50	\$11.15
3+ Yrs. Experience with Firm:			
\$ 7.00 - \$16.50	\$ 9.75	\$11.25 - \$18.00	\$14.05

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,800— very large
Growth Rate (per yr.):	1.7%, faster than average
Job Growth (92-99):	190
Separations (92-99):	180

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring experienced applicants who meet their hiring standards and no difficulty hiring inexperienced applicants. Turnover generates most employment opportunities for applicants in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Elementary and Secondary Schools	11%	8211
Subdividers & Developers, NEC	6%	6552
Single-Family Housing Construction	3%	1521
Wines, Brandy, & Brandy Spirits	2%	2084

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school. Most have not completed vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require 12 months or more of prior work experience in this occupation or a related occupation. Many employers will sometimes substitute training in related fields such as mechanical repair; heating, air or refrigeration mechanic or electrical repairer.

VERY IMPORTANT SKILLS

Technical:

Heating/air conditioning installation/repair skills
Minor plumbing repair skills
Minor electrical repair skills
Minor carpentry skills
Ability to use power hand tools
Record keeping skills
Possess mechanical aptitude
Good eye-hand coordination, Public contact skills

Physical:

Ability to lift at least 50 lbs.

Personal:

Ability to work independently
Ability to interact well with others
Ability to perform basic mathematical computations

Basic:

Ability to read and follow instructions
Oral communication skills, Ability to write legibly
Willingness to work with close supervision

MODERATELY IMPORTANT SKILLS

Technical:

Minor gas/arc welding skills
Ability to read blueprints
Swimming pool maintenance skills
Knowledge of cement work
Minor painting skills
Provide own hand tools

OCCUPATIONAL MOBILITY

FROM

TO

Maintenance Supervisor/Foreman

Maintenance Repairer

Maintenance Repair Assistant

Many employers report promoting into this occupation from other occupations such as housekeepers and maintenance repair assistants, and promote to higher ranking occupations such as supervisor, foreman, or superintendent. Most employers recruit through newspaper advertisements.



MAINTENANCE REPAIRERS, GENERAL UTILITY

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Industrial Technology

Average time to complete program: 40 units
Approximate cost to enroll: \$ 520*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 983190

This program prepares students with the skills needed for entry-level positions as industrial maintenance mechanics. Curriculum includes electricity, mechanics, welding, machine processes, and fluids technology.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Escalon High School
1520 E. Yosemite Ave.
Escalon, CA. 95320
(209) 838-7073

Tractor and Machinery Maintenance

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: Materials fee (adults)
Program requirements: "C" average or better
Prerequisites: 1 yr. of Ag. Shop classes and shop skills or instructor's permission
Open entry/ Open exit: N/A
What is received upon completion: Certificate (adults)
Target students: Grades 11,12, adults
OES Code: 851100

This program is designed for students interested in seeking entry-level employment as a tractor or machinery maintenance person. Students are taught principles of engines, fuel and oils, machinery maintenance, tractor hydraulics and design, tires, battery care and power transmitting units. They are introduced to maintenance techniques in small engine repair, equipment repair, and construction.

ADULT SCHOOL COURSES: NA

OTHER TRAINING PROGRAMS

Goodwill Industries of S.J. Valley, Inc.
129 S Grant Street
Stockton, Ca 95202
(209) 466-2311

Maintenance Training

Average time to complete program: 16 weeks
Approximate cost to enroll: Service fees vary; will accept referrals from community agencies
Other fees: None
Program requirements: Successful completion
Prerequisites: Possess aptitudes to learn skills of trade, ability to read, write, and speak English at 6th grade level, stand for long periods and ability to lift 50lbs
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Adults with employment barriers
OES Code: 851320

This program is comprised of hands on experience in basic plumbing, carpentry, electrical, and painting. Participants will learn how to read blue prints.

Woodruff Regional Occupational Center/Stockton
302 W. Weber Ave.
Stockton, CA. 95203
(209) 953-4606

Refrigeration & Air Conditioning

Average time to complete program: 8 months
* Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 859020

This program is designed to teach students techniques in installation, repair and maintenance of commercial and domestic air conditioning systems. Instruction covers theory, components, compressors, electrical principles, the use of technical manuals and parts books, troubleshooting and systems controls.

ASSESSMENT CODES

California Occupational Guide #136

Specific Vocational Preparation = 7.3 (2 to 4 years)

RML G V N S P Q K F M E C
GED: 4 3 3 APTITUDES: 3 3 3 2 2 4 3 3 2 4 4

INTERESTS: Mechanical

GOE Code: 05.05.09

MEDICAL ASSISTANTS

DOT Code:

079.367-010
079.364-010
079.374-018
355.667-010

TITLE

MEDICAL ASSISTANT
CHIROPRACTOR ASSISTANT
PODIATRY ASSISTANT
MORGUE ASSISTANT

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

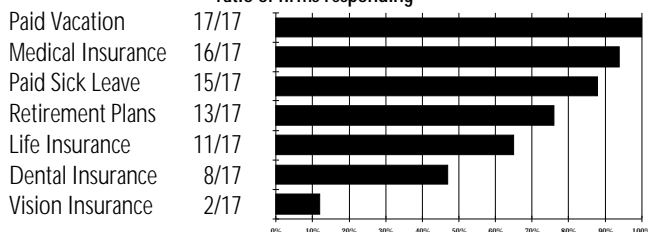
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 7.50	\$ 5.91
Experience/New to Firm:	\$ 6.00 - \$ 9.00	\$ 7.00
3+ Yrs. Experience with Firm:	\$ 7.50 - \$11.50	\$ 9.25

Some employers hire part time employees in this occupation. Most part-time employees work between 20 and 32 hours a week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	350 – medium
Growth Rate (per yr.):	3.0%, much faster than average
Job Growth (92-99):	60
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding experienced applicants who meet their hiring standards, but little difficulty finding qualified inexperienced applicants. Employment opportunities are generated by both turn-over and growth.

WHERE THE JOBS ARE

	Percent	SIC
Office and Clinics of Medical Doctors	89%	8011
Office and Clinics of Podiatrists	5%	8043

17 FIRMS RESPONDING

OES Code: 660050

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school. Many employers report hiring applicants with 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 to 24 months prior experience in the occupation, but sometimes substitute training for experience. Some will substitute experience as a nurses aide for experience in this occupation.

VERY IMPORTANT SKILLS

Technical:

Ability to take vital signs, Ability to handle crisis situations
Knowledge of medical terminology
Knowledge of sterilization techniques
Knowledge of transferring techniques to lift/move patients

Personal:

Ability to work under pressure, Ability to write legibly
Willingness to work with close supervision
Ability to work independently
Ability to perform basic mathematical computations

Basic:

Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions
Ability to write effectively

MODERATELY IMPORTANT SKILLS

Technical:

Ability to use a computer terminal
Telephone answering skills
Knowledge of inventory techniques
Medical Assistant Certificate
Knowledge of laboratory procedures
Knowledge of medical insurance forms
Knowledge of blood withdrawal
Knowledge of billing procedures

OCCUPATIONAL MOBILITY

FROM

TO

Medical Assistant

Receptionist/Office Assistant

Office Manager

Many employers will promote into this occupation from positions such as receptionist or office assistant, and will promote from this occupation into positions such as office supervisor.

Most employers recruit through newspaper advertisements. Many recruit through employee referrals, and some through vocational schools.



MEDICAL ASSISTANTS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

No programs for Medical Assistant available at this time.

OTHER TRAINING PROGRAMS

Andon College
1201 N. El Dorado St.
Stockton, CA. 95202
(209) 462-8777

Medical Assistant

Average time to complete program: 7 1/2 months
Approximate cost to enroll: \$ 5,292.00
Other fees: \$75 - \$100 for uniforms
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED, or Ability to Benefit Test
Open entry/ Open exit: no
What is received upon completion: EKG certificate, Injectio certificate, completion of course training diploma, CPR card, and Phelebotomy certificate
Target students: Adults
OES Code: 660050

This program is designed to prepare the student with the knowledge, skills, and techniques to function in medical office, outpatient clinic, or hospital environment. The Medical Assistant performs duties in private or group practices, clinics, and other medical facilities.

M.T.I. Business College
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Medical Assistant II

Average time to complete program: 7 months
Approximate cost to enroll: \$ 4,105.00
Other fees: \$ 1,045.00 books
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED or Ability to Benefit Test
Open entry/ Open exit: no
What is received upon completion: Diploma
Target students: Adults
OES Code: 660050

Training in the Medical Assistant program is geared toward teaching the interested student the necessary skills to work as an entry-level Medical Assistant in a private doctor's office or in a hospital setting. Skills taught include medical courses, clinical theory, lab, phlebotomy, CPR, First Aid, and office skills including word processing and the Medical Manager software.

ADULT SCHOOL COURSES: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lodi Career Center
420 S. Pleasant Ave.
Lodi, CA. 95240
(209)331-7616 or 953-8616

Medical-Dental Office Management

Average time to complete program: 9 months
Approximate cost to enroll: No registration fee
Other fees: \$25.00 materials fee (adults)
Program requirements: "C" average or better
Prerequisites: 30 wpm typing ability
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 551050

This course prepares the student to work in a medical or dental office, out-patient clinic, emergency, and other health care facilities. Skills learned include filing, phone, bookkeeping and technical terminology. Students are instructed to use word processing software and medical/dental software programs on IBM compatible computers. Advanced students can learn transcribing and train in medical or dental facilities.

Woodruff Regional Occupational Center/Stockton
302 W. Weber Ave.
Stockton, CA. 95203
(209) 953-4606

Medical Office Assistant

Average time to complete program: 8 months
* Approximate cost to enroll: No registration fee
Other fees: Textbook and uniform fees
Program requirements: "C" average or better
Prerequisites: 35 wpm typing ability, good reading skills, knowledge of 10-key calculator, and the alpha filing system
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 660050

This training program is designed to provide instruction leading to employment as a medical office assistant. The program includes a 5-6 week internship to allow students to gain practical experience within a medical setting in addition to the classroom instruction.

* Some programs may require minimal fees for textbooks or other supplies. Call school for further information.

ASSESSMENT CODES

California Occupational Guide #52

Specific Vocational Preparation = 5.3 (6 to 12 mos.)

RML G V N S P Q K F M E C
GED: 4 4 4 APTITUDES: 3 3 4 4 4 3 3 3 3 5 5

INTERESTS: Humanitarian

GOE Code: 10.03.02

MEDICAL & CLINICAL LABORATORY TECHNOLOGISTS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:
078.261-014
078.261-026
078.261-038
078.281-010
078.381-014

TITLE
MICROBIOLOGY TECHNOLOGIST
CYTOGENETIC TECHNOLOGIST
MEDICAL TECHNOLOGIST
CYTOTECHNOLOGIST
MEDICAL LAB. TECHNICIAN

DESCRIPTION

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such area as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity.

WAGES/BENEFITS

Weighted by Employees in Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
* Entry Level/No Experience:			
NA NA	NA	NA NA	NA

Experienced/ New to Firm:

\$ 6.75 - \$18.75	\$13.20	\$15.00 - \$20.00	\$18.24
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3+ Yrs. Experience with Firm:

\$ 7.75 - \$21.50	\$14.00	\$16.50 - \$22.75	\$21.15
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Weighted by Employer Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
* Entry Level/No Experience:			
NA NA	NA	NA NA	NA

Experienced/ New to Firm:

\$ 6.50 - \$18.25	\$14.98	\$12.00 - \$20.00	\$18.24
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3+ Yrs. Experience with Firm:

\$ 6.75 - \$22.50	\$18.48	\$14.50 - \$22.75	\$21.15
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38% of the employers and 82% of the employees in this sample are unionized. 7 firms hire part time, 20% of the employment in this sample is part time, and part time employees average 25 hours per week. 6 of the 16 firms sampled hire on-call employees who average 12 hours per week. Half of the firms pay for benefits and the other half share the cost with their employees.

BENEFITS

ratio of firms responding

Paid Vacation	16/16	
Medical Insurance	16/16	
Paid Sick Leave	16/16	
Retirement Plans	13/16	
Life Insurance	13/16	
Dental Insurance	13/16	
Vision Insurance	8/16	

OCCUPATIONAL MOBILITY

FROM

TO

Medical Technology Supervisor/Chief Technologist
Medical & Laboratory Technologist

Entry Level Lab. Technician

Some employers promote from lower level technician positions and most report promoting to higher level positions in supervision such as chief technician.

69% of employers recruit through newspaper advertisements. 38% hire unsolicited walk-ins and 31% recruit through employee referrals. Employment opportunities increase for applicants willing to work evening or graveyard shifts.

* Note: Only 4 firms (2 private, 2 union) hire Entry Level/No Experience. For reasons of confidentiality, wage information was not reported.

MEDICAL /CLINICAL LAB
TECHNOLOGIST

16 FIRMS RESPONDING

OES Code: 329020

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed AA or BA degrees and/or vocational training programs of 3 months or more.

EXPERIENCE & OTHER REQUIREMENTS

Employers require an average of approximately 18 months of prior experience as a medical or clinical lab technician, but some will accept experience as a medical or clinical lab assistant or other experience in acute care. Employers sometimes substitute training for experience. In some cases federal or state laws may mandate minimum experience requirements for hires in this field.

VERY IMPORTANT SKILLS

Technical:

Ability to operate precision laboratory equipment

Ability to follow laboratory procedures

Record keeping skills, Knowledge of chemistr

Ability to apply sterilization techniques, Knowledge of medical terminology

Ability to plan and organize the work of others

Physical:

Possession of good color perception, Good vision, Manual dexterity

Ability to concentrate for long periods of time

Personal:

Ability to work independently, Ability to work under pressure

Ability to pay attention to detail, Ability to interact well with others

Basic:

Ability to read and follow instructions, Ability to follow oral instructions

Ability to write legibly, Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to write effectively, Understanding of inventory techniques

Ability to perform advance mathematical computations

Supervisory skills, Blood drawing skills

Ability to use computer applications in research

Physical:

Ability to sit continuously for 2 or more hours

Personal:

Willingness to work with close supervision

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

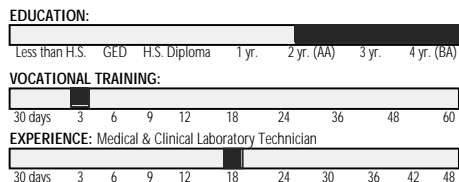
Size, 1999:	250 – small
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	20
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding experienced applicants but little difficulty finding inexperienced applicants who meet their hiring standards.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospital	71%	8062
Office and Clinics of Medical Doctors	13%	8011
Medical Laboratories	13%	8071



MEDICAL LABRATORY TECHNOLOGISTS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

There is currently no certified training program available at San Joaquin Delta College leading to employment as a Medical & Clinical Lab Technologist, however a degree in biology or a related area of study is recommended for those who wish to transfer to a four year university or college that will lead to a bachelor's degree in Biological Sciences or Chemistry. Transfer information can be found by consulting the general catalog of a four year college or university where one can earn a bachelor's degree.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

OTHER TRAINING PROGRAMS

Please call for additional program information. Students enrolled at UOP can earn a B.S. in Biological Sciences or Chemistry.

University of the Pacific, Stockton

...(209) 946-2211.

ASSESSMENT CODES

California Occupational Guide # 17

Specific Vocational Preparation: 7 (2 to 4 years)

GED: R M L G V N S P Q K F M E C
5 4 5 2 2 2 2 2 3 3 2 5 3

INDUSTRY: Medical Service

GOE Code: 02.04.02 – Life Sciences

MEDICAL SECRETARIES

DOT Code:
201.362-014

TITLE
MEDICAL SECRETARY

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence using a typewriter, as well as preparing and sending bills to patients, or recording appointments.

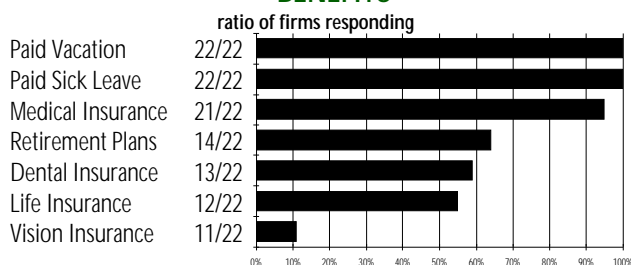
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$13.00	\$ 8.25
Experienced/New to Firm:	\$ 6.50 - \$14.25	\$ 8.50
3 + Yrs Experience with Firm:	\$ 7.50 - \$15.50	\$10.50
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$10.00	\$ 6.00
Experienced/New to Firm:	\$ 6.00 - \$12.50	\$ 8.08
3 + Yrs Experience with Firm:	\$ 6.75 - \$14.50	\$ 9.00

Median wages for wages weighted by the employer sample have been marginal when compared to wages when this occupation was studied in 1989 (9¢, \$1.08, and -25¢, respectively, for the three wage-experience categories).

13 of the 22 firms in this sample hire part-time and part-time employment makes up 17% of this sample. Part-time employees average 24 hours per week.

BENEFITS



16 of 22 employers pay the full cost for the benefits and the employee and employer share the cost for the balance (6/22) for full-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	340 – medium
Growth Rate (per yr.):	1.9%, faster than average
Job Growth (92-99):	40
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding trained and experienced applicants and little difficulty finding trained but inexperienced applicants. Some employers report difficulty finding employees specializing in medical stenography and medical transcription.

WHERE THE JOBS ARE

	Percent	SIC
Offices and Clinics Medical Doctors	54%	8011
Offices and Clinics of Dentists	16%	8021
General Medical & Surgical Hospitals	11%	8062
Offices and Clinics of Chiropractors	6%	8041

22 FIRMS RESPONDING

OES Code: 551050

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Most also report that most recent hires have completed 3 months or more of vocational training. Certified training programs require 4 to 7 months of study, with most graduates finding employment in the occupation.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 3 months or more prior experience in the occupation or a related occupation such as general secretary, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

- Telephone answering skills
- Ability to maintain an appointment calendar
- Ability to write effectively
- Knowledge of medical terminology
- * Ability to complete and explain insurance forms
- * Ability to follow billing procedures, Proofreading skills

Personal:

- Ability to work under pressure
- Ability to interact well with others, Public contact skills
- Willingness to work with close supervision
- Ability to work independently

Basic:

- Ability to read and follow instructions
- Oral communication skills
- Ability to write legibly, Basic math skills

MODERATELY IMPORTANT

Technical:

- * Ability to handle credit and collections
- Ability to requisition supplies, Ability to maintain financial records
- * Ability to use word processing software
- Ability to operate a transcribing machine
- Ability to type at least 60 words per minutes
- Knowledge of microcomputer hardware and operating systems
- Certified in Medical Transcription as a CMT

* Note: Employers also indicated Business Math Skills in addition to knowledge of specialized medical software, and WordPerfect wordprocessing software.

OCCUPATIONAL MOBILITY

FROM

TO

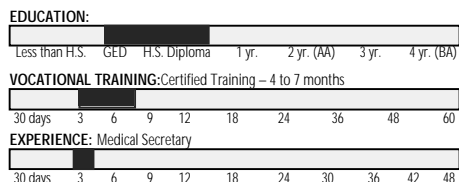
Office Supervisor/Manager

Medical Secretary

Medical-Dental Assistant

50% of employers report hiring/promoting into this position through in-house promotions from positions such as dental or medical assistant, receptionist, medical transcriber or other clerical positions. Employers report hiring/promoting from this position into higher ranking positions such as office supervisor or office manager.

In addition to in-house promotions, 50% of employers also recruit through newspaper advertisements, 46% through employee referrals, 41% walk-ins, and 23% use the Employment Development Department and Public Schools and Training Programs.



MEDICAL SECRETARIES

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

Although SJDC has coursework that instructs students in basic medical secretary skills, the following schools are recommended for students who seek certificates or degrees in the field as a medical secretary.

OTHER TRAINING PROGRAMS

Heald Business College
1776 W. March Lane
Stockton, CA. 95207
(209) 477-1114

Medical Office Administrative Assistant

* Average time to complete program: 4 or 6 quarters
Approximate cost to enroll: \$ 1,950.00 p/quarter
Other fees: \$ 50.00 application fee
Program requirements: "C" average or better
Prerequisites: Pass entrance exam
Open entry/ Open exit: no
What is received upon completion: Diploma or degree
Target students: Adults
OES Code: 510020

The Medical Office Administrative Assistant program offers a comprehensive course which includes medical office procedures and terminology, transcription, medical records, claims processing, billing, coding and medical office management software. Curriculum also includes secretarial concepts and practices with computer applications software to be used in a medical office environment.

* *Heald Business College offers programs at different levels. The longer the program, the more specialized are the courses that make up the program.*

Worldwide Educational Services
555 W. Benjamin Holt Dr.
Stockton, CA. 95207
(209) 951-1174

Medical Secretary

Average time to complete program: 4-5 months
* Approximate cost to enroll: \$3,635 - \$4,685
Other fees: None
Program requirements: "C" average or better
Prerequisites: Entrance assessment; some clerical knowledge
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: 18+ yrs. of age; re-entry population; students usually possess work experience
OES Code: 551050

Worldwide's Medical Secretary program includes instruction in medical transcription and software program Medical Manager. Students who successfully complete the program can gain entry-level employment as medical secretaries. Medical secretaries perform secretarial duties utilizing specific knowledge medical terminology and procedures.

* *Worldwide offers free training if applicant is eligible. Call school for details about course fees.*

See also:

Andon College, Stockton(209) 462-8777
M.T.I. Business College Inc., Stockton(209) 957-3030
Computer Business School, San Jose(408) 258-0986
M.T.I. Western Business College, Sacramento(916) 339-1500
Computer Business School, Daly City(415) 755-9191

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lodi Career Center
420 S. Pleasant Ave.
Lodi, CA. 95240
(209)331-7616 or 953-8616

Medical-Dental Office Management

Average time to complete program: 9 months
Approximate cost to enroll: No registration fee
Other fees: \$25.00 materials fee (adults)
Program requirements: "C" average or better
Prerequisites: 30 wpm typing ability
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 551050

This course prepares the student to work in a medical or dental office, out-patient clinic, emergency, and other health care facilities. Skills learned include filing, phone, bookkeeping and technical terminology. Students are instructed to use word processing software and medical/dental software programs on IBM compatible computers. Advanced students can learn transcribing and train in medical or dental facilities.

See also:

Woodruff Regional Occupational Center/Stockton(209) 953-4606.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Medical Secretary

Average time to complete program: 3 months
Approximate cost to enroll: \$ 10.00
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 551050

In this course, students are introduced to the language of Medical Terminology I, II & III, as well as current resources for any medical paraprofessionals. Human anatomy and physiology, diagnostic tests, drugs, surgery, medical reports, dictation, ethics, and philosophies will be presented.

ASSESSMENT CODES

California Occupational Guide #177

Specific Vocational Preparation = 7.0 (2 to 4 yrs.)

RML G V N S P Q K F M E C
GED: 4 3 4 APTITUDES: 2 2 3 4 2 2 2 2 3 5 4
INTERESTS: Clerical

MOBILE HEAVY EQUIPMENT MECHANICS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:
620.261-022
620.281-042
620.381-014

TITLE
CONSTRUCTION EQUIPMENT MECHANIC
LOGGING EQUIPMENT MECHANIC
MECHANIC, ENDLESS TRACK VEHICLE



14 FIRMS RESPONDING

OES Code: 853140

DESCRIPTION

Mobile Heavy Equipment Mechanics repair and maintain mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining. Please do not include Rail Car Repairers and Diesel Engine Specialists.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 7.00-\$10.00	\$ 8.25	\$ 6.00- \$ 16.75	\$10.20
Experienced/ New to Firm:			
\$ 8.00-\$17.50	\$11.00	\$ 11.75-\$22.50	\$15.32
3+ Yrs. Experience with Firm:			
\$ 10.00-\$21.50	\$14.00	\$ 13.75-\$22.50	\$16.71

Most employment in this sample is unionized.

BENEFITS

ratio of firms responding

Medical Insurance	13/13	
Paid Vacation	13/13	
Dental Insurance	12/13	
Retirement Plans	11/13	
Vision Insurance	11/13	
Life Insurance	7/13	
Paid Sick Leave	4/13	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	190- small
Growth Rate (per yr.):	-0.7%, decline
Job Growth (92-99):	-10
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers experience some difficulty finding experienced applicants who meet their hiring standards, but no difficulty finding inexperienced but qualified applicants. Turnover creates most employment opportunities.

Many employers use union hall and current employee referrals when recruiting for this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Farm & Garden Machinery	21%	5083
Federal Government	15%	9010
Gas & Other Services Combined	14%	4932
Local Government	13%	9030
Construction & Mining Machinery	10%	5082

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most recent new hires have completed high school or the equivalent. Most recent hires have completed 12 months or more of vocational training or a formal apprenticeship which usually includes on the job training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require an average of 18 months prior experience as a mobile heavy equipment mechanic, but many will usually substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Knowledge of basic auto mechanics
Knowledge of hydraulic systems
Ability to do hydraulic troubleshooting
Possess mechanical aptitude
Provide own hand tools
Ability to repair electrical systems, Welding skills
Knowledge of pneumatic systems
Knowledge of safe equipment operating practice
Ability to use electronic diagnostic equipment

Physical:

Ability to lift at least 80 lbs

Personal:

Ability to interact well with others
Ability to write legibly
Ability to perform basic mathematical computations

Basic:

Ability to read and follow instructions
Ability to follow oral instructions
Ability to work independently, Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Completion of certified apprenticeship program
Provide own power hand tools

OCCUPATIONAL MOBILITY

FROM

TO

Foreman


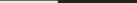
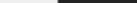
Journeyman Mobile Heavy Equipment Mechanic

Apprentice Mobile Heavy Equipment Mechanic

Yard Help/Shop Mechanic

Most employers report promoting into this position from shop mechanic or other mechanic positions.

Many promote from this occupation into positions involving supervisory responsibilities such as foreman or maintenance superintendent.

RESTAURANT:									
									
Less than H.S.	H.S.	H.S. Diploma	1 yr.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)			
MOBILE HEAVY EQUIPMENT MECHANICS: <i>Access to equipment possible at approximately 150 miles/hr.</i>									
									
30 days	3	6	9	12	18	24	36	48	60
MOBILE HEAVY EQUIPMENT MECHANICS: <i>Mobile Heavy Equipment Mechanic</i>									
									
30 days	3	6	9	12	18	24	36	48	60

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Diesel

Average time to complete program: 39 units
Approximate cost to enroll: \$ 507*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 853110
Gov. program classification/code: TOP/094710

This program is designed to prepare the student for entry into the diesel repair industry. Skills covered include repair and maintenance of diesel vehicles. Students who successfully complete the program should be prepared to work as bus or truck mechanics or a mobile heavy equipment mechanic. Bus and truck mechanics repair and maintain the operating condition of diesel engines.

*Program cost is calculated at \$13 per unit for CA residents.

APPRENTICESHIP PROGRAMS

Union Local #3 Apprenticeship for Heavy Equipment Operator
1916 N. Broadway Ave.
Stockton, CA. 95206
(209) 944-5603

Operating Engineer (Equipment Operator)

Average time to complete program: 48 months
Approximate cost to enroll: No Fee
Other fees: Minimal materials fee
Program requirements: Successful completion
Prerequisites: Agility and coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: 18 + yrs. old
OES Code: 979560

This program is designed to train apprentices for a career as an Operating Engineer. All successful applicants are sponsored through an initial 5-week Probationary/Orientation program, which is done at the Operating Engineers Training Center, located at Rancho Murieta. The program itself consists of "hands-on" training as well as classroom instruction.

ADULT SCHOOL COURSES:NA

MOBILE HEAVY EQUIPMENT MECHANICS TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Escalon High School
1520 E. Yosemite Ave.
Escalon, CA. 95320
(209) 838-7073

Tractor and Machinery Maintenance

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: Materials fee (adults)
Program requirements: "C" average or better
Prerequisites: 1 yr. of Ag. Shop classes and shop skills or instructor's permission
Open entry/ Open exit: N/A
What is received upon completion: Certificate (adults)
Target students: Grades 11,12, adults
OES Code: 851100

This program is designed for students interested in seeking entry-level employment as a tractor or machinery maintenance person. Students are taught principles of engines, fuel and oils, machinery maintenance, tractor hydraulics and design, tires, battery care and power transmitting units. They are introduced to maintenance techniques in small engine repair, equipment repair, and construction.

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Construction Techn. & General Maintenance

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program Requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 983190

This course is designed to provide students with the necessary skills to enter the construction or general maintenance industry. Students who successfully complete this program will have the knowledge, understanding, and ability to perform the duties required for entry-level employment in the carpentry and maintenance trades. Students will have the knowledge and ability to use basic trade terminology, tools, and construction procedures.

ASSESSMENT CODES

California Occupational Guide #251
Specific Vocational Preparation: 7.0 (2 to 4 yrs.)

RML G V N S P Q K F M E C
GED: 3 3 3 APTITUDES: 3 3 3 3 4 3 3 3 4 5
INTERESTS: Mechanical
GOE Code: 05.05.09

NEW ACCOUNTS CLERKS

DOT Code:
205.362-026

TITLE
NEW ACCOUNTS CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 531050

DESCRIPTION

New accounts clerks interview persons desiring to open banking accounts. They explain banking services available to prospective customers, and assist them in preparing an application form.

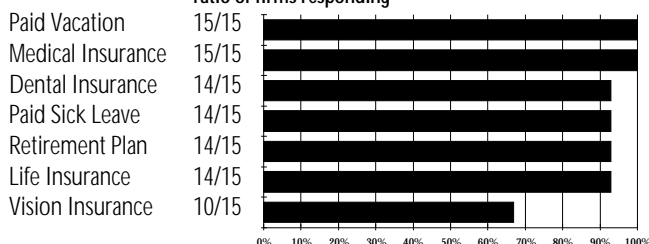
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 4.75 - \$ 8.25	\$ 7.00
Experienced/ New to Firm:	\$ 5.75 - \$10.00	\$ 7.57
3+ Yrs. Experience with Firm:	\$ 7.00 - \$15.00	\$ 8.33

Many employers hire part time positions, 26% of the sample is part-time. Part-time employees average 26 hours per week, while full-time average 39 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	150 – small
Growth Rate (per yr.):	1.0%, slower than average
Job Growth (92-99):	10
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty hiring both experienced and inexperienced applicants who meet their hiring standards.

Most employers recruit for this position through in-house promotions and transfers, although some report using newspaper advertisements or current employee referrals. Some will also hire unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
Savings Institutions, except Federal	52%	6036
State Commercial Banks	36%	6022
Federal Savings Institutions	7%	6035

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school. Most will accept a GED, although many will not. Some hire applicants with 3-24 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6-24 months of prior experience in the occupation or in related occupations such as teller, cashier, or banking or finance related clerical occupation. Some will accept experience in sales or other occupations involving sales or customer service skills.

VERY IMPORTANT SKILLS

Technical:

Public contact skills, Customer service skills
Telephone answering skills, Problem solving skills
Ability to use a calculator
Ability to interview others for information
Filing skills, Ability to read forms quickly
Ability to use a computer terminal
Record keeping skills, Ability to write effectively

Personal:

Ability to interact well with others
Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Willingness to work under close supervision
Ability to work independently
Ability to perform basic mathematical computations

Basic:

Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Skilled at clerical detailed work
Ability to use personal computers
Knowledge of bookkeeping procedures
Ability to type at least 40 words per minute
Data entry skills, Multi-cultural familiarity
Knowledge of word processing software
Knowledge of spreadsheet software

OCCUPATIONAL MOBILITY

FROM

TO

Full Charge Bookkeeper
Bookkeeper

New Accounts Clerk

Posting Clerk

Many employers promote from this occupation to higher ranking occupations such as office manager, junior accountant or accountant, or controller.

EDUCATION:												
Less than H.S.	(NA)	H.S. Diploma	3 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
VOCATIONAL TRAINING:												
30 days	3	6	9	12	18	24	30	36	42	48		
DEGREE/DEGREE-EQUIVALENT:												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Bank Customer Service

Average time to complete program: 22 units
Approximate cost to enroll: \$ 286*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 531020
Gov. program classification/code: TOP/050401

This program provides training and entry-level skills for the occupation of bank teller. Curriculum includes basic customer service functions. (See Delta's Banking certificate program also for further information).

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

NEW ACCOUNTS CLERKS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Banking/Financial Careers

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 531050

This course is designed to provide the student with the opportunity to gain skills through classroom and "hands-on" training. Second semester students are placed in community businesses to gain "on-the-job" training. Students are trained in the following financial areas: new accounts clerk, statement clerk, proof department, bookkeeping, teller/cashier, loans, as well as instruction in consumer and business economics.

Lodi Career Center
420 S. Pleasant Avenue
Lodi, CA. 95240
(209) 331-7616

Banking and Finance

Average time to complete program: 9 months
Approximate cost to enroll: No registration fee
Other fees: \$25.00 materials fee (adults)
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 531020

This program prepares the student for entry-level employment in banks and financial institutions. Skills taught include teller-cashiering, verifying and cashing checks, balancing bank statements, loss prevention and customer service. Students also learn how to operate 10-key (by touch) and data entry skills on the computer. Qualified students may train in local banks and finance institutions during a portion of class time.

ASSESSMENT CODES

California Occupational Guide #82

Specific Vocational Preparation = 5.0 (6 to 12 months)

RML G V N S P Q K F M E C
GED: 4 4 4 APTITUDES: 3 3 4 4 4 5 2 3 3 4 5
INTERESTS: Clerical
GOE Code: 07.04.01

NURSE AIDES

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:

355.674-014
354.374-010
354.377-010
354.677-010
355.674-018
355.674-026

TITLE

NURSE AIDE
NURSE, PRACTICAL
BIRTH ATTENDANT
FIRST AIDE ATTENDANT
ORDERLY
GERIATRIC NURSE ASSISTANT

16 FIRMS RESPONDING

OES Code: 660080

DESCRIPTION

Nurse aides, orderlies, and attendants work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patient's call bell, serving and collecting food trays, and feeding patients.

WAGES/BENEFITS

	Range	Median
Trained/No Experience:	\$ 5.25 - \$ 9.00	\$ 5.45
Experienced/New to Firm:	\$ 5.25 - \$ 9.75	\$ 5.66
3 + Yrs Experience with Firm:	\$ 5.75 - \$10.25	\$ 6.50

Some employers are unionized and pay above the listed medians. Most employers report having more than one shift for this occupation. Most indicate a shortage of employees during the day shift.

BENEFITS

ratio of firms responding

Paid Vacation	14/14	
Medical Insurance	14/14	
Paid Sick Leave	14/14	
Dental Insurance	11/14	
Vision Insurance	8/14	
Life Insurance	6/14	
Retirement Plan	5/14	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,640 – very large
Growth Rate (per yr.):	2.1%, faster than average
Job Growth (92-99):	210
Separations (92-99):	120

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring needs and little difficulty finding applicants who are inexperienced and meet their hiring needs. Job turnover will create most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Skilled Nursing Care Facilities	62%	8051
General Med. and Surgical Hospitals	24%	8062

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent new hires have completed high school or the equivalent and many report that recent new hires have completed 3-11 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Many employers usually require a minimum of six months of prior work experience in this occupation. Many employers will sometimes accept training as a substitute for work experience.

VERY IMPORTANT SKILLS

Technical:

Ability to provide personal services to patients
Ability to apply transferring techniques moving patients
Ability to take vital signs, Possession of a Nurses Aide Certificate
Knowledge of emergency procedures
Ability to read labels and instructions
Ability to prepare deceased patients
Understanding of asepsis
Record keeping skills
Ability to perform CPR
Knowledge of medical terminology

Personal:

Ability to interact well with others
Ability to handle crisis situations
Willingness to work with close supervision
Ability to work under pressure
Ability to work independently
Basic math skills

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Registered Nurse/Supervising Nurse

Licensed Vocational Nurse

Nurses Aide, Orderly, Attendant

In most cases employers have indicated that promotion is only possible if employee fulfills educational requirements. Some employers report promoting employees into this occupation from laundry and housekeeping workers. Most promote employees to occupations within the same organization such as supervisor or restorative nursing assistant.

Most employers report hiring through newspaper advertisements and many through employee referrals and unsolicited walk-ins.



NURSES AIDES

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

OTHER TRAINING PROGRAMS:NA

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Nursing Assistant

Average time to complete program: 10 Weeks
Approximate cost to enroll: \$ 10.00
Other fees: Lab Fee & State Exam Fee
Program requirements: "C" average or better
Prerequisites: T.B. skin test and physical examination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 660080

This class will instruct students with the basic nursing procedures and skills. A physical exam is required during the first 2 weeks of class. T.B. skin tests will be given on site. Any convictions, other than minor traffic violations, must be cleared through Sacramento. Upon successful completion of the class, students will be eligible to take the National C.N.A. examination. The examination fee of \$80 is to be paid to the State of California.

Tracy Adult School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5034

Nursing Assistant Training

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: Current CPR card; TB test; and physical exam
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 660080

This class instructs students in the basic principles of nurse assisting. The course prepares students for obtaining a nursing assistant certificate.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lodi Career Center
420 S. Pleasant Ave.
Lodi, CA. 95240
(209) 331-7616

Pre-certification for Nurse Assistant

Average time to complete program: 13 weeks
Approximate cost to enroll: No registration fee
Other fees: \$25.00 materials fee (adults)
Program requirements: "C" average or better
Prerequisites: Physical exam and T.B. PPD skin test + white uniform and shoes required for placement in hospitals
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: adults
OES Code: 660080

This program is designed for adults working in a long-term care facility or those wishing to climb the ladder in Health Care. Upon successful program completion, 50 hours of classroom theory and 100 hours of clinical experience, the student will be eligible to take the State Department of Health certification test of written/demonstrated skills. Students who successfully complete the program and pass the state certification examination are qualified to work as certified nursing assistants.

Note: This course is instructed at Tokay High School.

Woodruff Regional Occupational Center/Stockton
302 W. Weber Ave.
Stockton, CA. 95203
(209) 953-4606

Nurse Assistant

Average time to complete program: 18 weeks
* Approximate cost to enroll: No registration fee
Other fees: Textbook and uniform fees
Program requirements: Successful completion of program to obtain Nurse's Assistant Certificate
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 660110

The graduating Nurse Assistant student will be eligible for employment in a local health care facility or as a home health aide. Instruction is geared toward qualifying the student for a Nurse's Assistant Certificate. Instruction is given in the basic techniques required by the State Department of Health. "On-the-job" training is also included in the training.

** Some programs may require minimal fees for textbooks or other supplies. Call school for further information.*

ASSESSMENT CODES

California Occupational Guide #442

Specific Vocational Preparation = 4.3 (3 to 6 mos.)

GED: R M L G V N S P Q K F M E C
3 2 2 4 4 4 4 4 4 3 3 4 4
INTERESTS: Humanitarian
GOE Code: 10.03.02

OPERATING ENGINEERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DOT Code:
859.683-010
859.683-014

TITLE
OPERATING ENGINEER
OPERATING ENGINEER APPRENTICE



15 FIRMS RESPONDING

OES Code: 979560

DESCRIPTION

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. This does not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane.

WAGES/BENEFITS

Weighted by Employees in Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.50 - \$10.00	\$ 5.50	\$10.50 - \$24.25	\$10.45
Experienced/ New to Firm:			
\$11.50 - \$14.25	\$11.50	\$ 9.60 - \$23.25	\$17.00
3+ Yrs. Experience with Firm:			
\$17.50 - \$18.50	\$17.50	\$ 9.60 - \$24.75	\$17.00

Weighted by Employer Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 5.50 - \$10.00	\$ 8.00	\$10.00 - \$26.00	\$10.96
Experienced/ New to Firm:			
\$11.50 - \$17.50	\$12.00	\$ 9.75 - \$27.00	\$17.45
3+ Yrs. Experience with Firm:			
\$15.00 - \$20.00	\$16.25	\$14.00 - \$27.00	\$23.23

Most (11) firms in this sample are Unionized. Some (17%) of employers hire temporary or seasonal workers. Most workers employed in this occupation work 40 hrs per week.

BENEFITS

ratio of firms responding

Medical Insurance	13/15	87%
Paid Vacation	13/15	87%
Retirement Plans	10/15	67%
Dental Insurance	9/15	60%
Vision Insurance	7/15	47%
Paid Sick Leave	6/15	40%
Life Insurance	5/15	33%

Most employees in this sample share the cost of benefits with their employers.

OCCUPATIONAL MOBILITY

FROM

TO

Supervisor/Foreman

Journey Operating Engineer

Apprentice Operating Engineer

Many employers indicate that the union was responsible for promotions as individuals gain enough experience to move from apprentice, to journeyman, to foreman.

67% of employers recruit through Union Hall referrals, 40% use employee referrals, and 20% use in-house promotions or will hire unsolicited walk-ins. Additional titles include Heavy Equipment Operator.

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Most employers require 3 to 24 months of vocational training or completion of a formal apprenticeship lasting 2 to 4 years.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 months or more experience as an operating engineer. Many will accept similar experience as a grader, dozer, scraper or crane operator, and will sometimes accept training as a substitute for experience. Many promote into this occupation from positions such as laborer or machinery repairer, and report promoting from this occupation to higher ranking occupations such as foreman.

VERY IMPORTANT SKILLS

Physical:

Good eye-hand coordination, Manual dexterity

Technical:

Ability to follow safe equipment operating practices

Basic construction skills, Certified apprenticeship program completion

Certified for special construction equipment

Personal:

Ability to work independently, Ability to interact well with others

Willingness to work with close supervision

Basic:

Ability to follow oral instructions, Ability to read and follow instructions

Oral communication skills

MODERATELY IMPORTANT

Physical:

Ability to lift at least 50 lbs. repeatedly

Ability to pass a pre-employment medical examination

Technical:

Ability to read working drawings, Ability to read blueprints

Automotive maintenance and minor repair skills

Personal:

Possession of mechanical aptitude

Possession of a good DMV driving record

Basic:

Basic math skills, Ability to write legibly

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

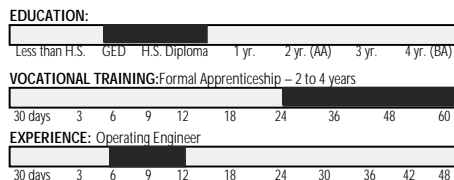
Size, 1999:	190 - small
Growth Rate (per yr.):	0.8%, slower than average
Job Growth (92-99):	10
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring either inexperienced or experienced workers who meet their hiring standards. Growth as well as turnover create most employment opportunities. Union hall referrals account for most new hires.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	37%	9030
Heavy Construction, NEC	21%	1629
Water, Sewer, & Utility Lines	10%	1623
Highway and Street construction Construction	8%	1611



OPERATING ENGINEERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE:NA

Although SJDC offers courses in Construction Technology, no certificate is available qualifying a student to be an Operating Engineer. There are, however, courses available to familiarize the student with power construction equipments.

APPRENTICESHIP PROGRAMS

Union Local #3 Apprenticeship for Heavy Equipment Operator
1916 N. Broadway Ave.
Stockton, CA. 95206
(209) 944-5603

Operating Engineer (Equipment Operator)

Average time to complete program: 48 months
Approximate cost to enroll: No Fee
Other fees: Minimal materials fee
Program requirements: Successful completion
Prerequisites: Agility and coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: 18 + yrs. old
OES Code: 979560

This program is designed to train apprentices for a career as an Operating Engineer. All successful applicants are sponsored through an initial 5-week Probationary/ Orientation program, which is done at the Operating Engineers Training Center, located at Rancho Murieta. The program itself consists of "hands-on" training as well as classroom instruction.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95206
(209) 825-3100

Construction Technology & General Maintenance

Average time to complete program: 2 semesters
Approximate cost to complete : No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 983190

This course is designed to provide students with the necessary skills to enter the construction or general maintenance industry. Students who successfully complete this program will have the knowledge, understanding, and ability to perform the duties required for entry-level employment in the carpentry and maintenance trades. Students will have the knowledge and ability to use basic trade terminology, tools, and construction procedures.

See also:

Lincoln High School, Stockton
Lodi Career Center, Lodi

...(209) 953-8932.
...(209) 331-7616.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #147

Specific Vocational Preparation: 6 (Between 1 & 2 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	2	2		3	3	3	3	4	3	3	3	3	5	

INTERESTS: Mechanical

GOE Code: 05.11.01

PACKAGING & FILLING MACHINE OPERATORS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 929740

DESCRIPTION

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and equipment.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.25 - \$10.25	\$ 5.00	\$ 5.50 - \$12.25	\$11.45
Experienced/ New to Firm:			
\$ 5.00 - \$10.25	\$ 6.35	\$ 7.00 - \$14.00	\$11.45
3+ Yrs. Experience with Firm:			
\$ 6.00 - \$11.00	\$ 8.00	\$ 8.75 - \$17.00	\$11.45

40% of the employers and 36% of the employment in this sample are unionized.

BENEFITS

ratio of firms responding

Medical Insurance	11/15	73%
Paid Vacation	11/15	73%
Paid Sick Leave	9/15	60%
Dental Insurance	9/15	60%
Life Insurance	8/15	53%
Vision Insurance	8/15	53%
Retirement Plans	7/15	47%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	760 – large
Growth Rate (per yr.):	-0.7%, decline
Job Growth (92-99):	-40
Separations (92-99):	100

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring both inexperienced and experienced employers who meet their hiring standards. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Glass Containers	20%	3221
Canned Fruits & Vegetables	12%	2033
Cereal Breakfast Foods	10%	2043
Wines, Brandy & Brandy Spirits	9%	2084

DOT Code:

699.685-038
732.685-034
529.685-282
920.685-038
920.685-074
920.685-042

TITLE

FILLING-MACHINE OPERATING
STUFFING MACHINE OPERATING
CAN FILL. & CLOSE MACHINE OPERATOR
CASE PACKER & SEALER
PACKAGE SEALER, MACHINE
CASE LOADER OPERATOR

EMPLOYER REQUIREMENTS

EDUCATION AND TRAINING

Employers report that most recent hires have completed high school or the equivalent, although some report that recent hires have less than high school. Most recent hires have had no vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require 1 month or more of prior experience in the occupation but usually substitute training for experience, and will substitute experience as a general laborer or warehouse worker for experience in the occupation.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods
Ability to lift at least 50 lbs

Technical:

Full use of hands, arms and fingers
Ability to complete a job within time allowed
Good eye-hand coordination
Ability to do routine, repetitive work
Manual dexterity, Good vision
Possess mechanical aptitude

Personal:

Ability to follow oral instructions
Ability to read and follow instructions
Willingness to work with close supervision
Ability to interact well with others
Ability to work independently, Ability to write legibly

Basic:

Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Technical expertise in the area of production
Good color perception
Specific product knowledge, Ability to use hand tools

Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

FROM

TO

Production Foreman

Packaging Machine Operator

Warehouse Worker

Most employers will promote into this position from positions such as laborer, warehouse worker or clean up person, and will promote to positions such as forklift driver or foreman.

Many employers recruit through employee referrals. Some recruit through EDD listings or hire unsolicited walk-ins. Unionized employers recruit through union hall referrals.



REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

PACKAGING MACHINE OPERATORS

PAINTERS, PAPERHANGERS

— CONSTRUCTION & MAINTENANCE

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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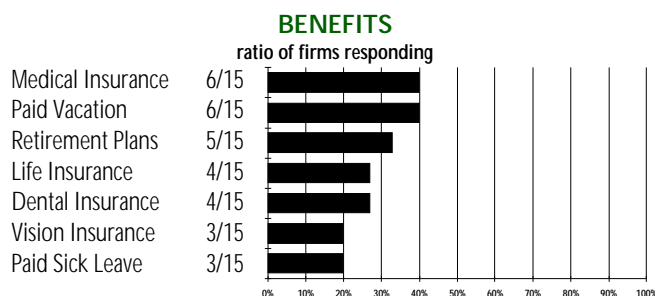
DESCRIPTION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$12.00	\$ 7.00
Experienced/New to Firm:	\$ 8.00 - \$16.00	\$10.00
3 + Yrs Experience with Firm:	\$10.00 - \$25.00	\$14.98
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$12.50	\$ 7.25
Experienced/New to Firm:	\$ 8.00 - \$15.00	\$11.54
3 + Yrs Experience with Firm:	\$10.00 - \$25.00	\$14.98

Some employers are unionized, but pay within the same wage ranges as other employers.



Most employers share the cost of benefits with employees in this occupation.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	380— medium
Growth Rate (per yr.):	0.8%, slower than average
Job Growth (92-99):	20
Separations (92-99):	60

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced and inexperienced applicants who meet their hiring standards. Most employers hired during the past year. Turnover and temporary positions create most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Painting & Paperhanging	46%	1721
Subdividers & Developers, NEC	6%	6552
Residential Construction, NEC	6%	1522
Local Government	5%	9030

DOT Code:
840.381-010
840.381-014
841.381-010

TITLE
PAINTER
PAINTER, APPRENTICE
PAPERHANGER



15 FIRMS RESPONDING

OES Code: 874020

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that almost all recent hires have completed high school or the equivalent. Some employers report that recent hires have completed 6 months or more of vocational training or completed an apprenticeship.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 to 36 months prior work experience in this occupation or related occupation such as helper or preparer, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Attention to detail, Ability to work from ladders/scaffolds
Knowledge of safe working practices
Knowledge of hazardous materials
Spray painting skills, Surface preparation skills
Knowledge of paints and related chemicals, Roller painting skills
Ability to use and read a tape measure
Customer service skills, Brush painting skills
Drywall installation/repair skills
Regular use of own reliable vehicle, Provide own hand tools

Physical:

Ability to stand for prolonged periods
Ability to tolerate dust and paint fumes
Good color perception, Ability to lift at least 50 lbs.

Personal:

Ability to work independently, Ability to interact well with others
Willingness to work with close supervision

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly

Some employer report increased need to operate electro-static and air gun equipment. Employers rate recent hires good on such dimensions as honesty, work accuracy, attendance, motivation and cooperativeness, tolerance for stress, ability to speak clearly and accept supervision. Recent applicant not hired were sometimes deficient in the above qualities, as well as in grooming.

OCCUPATIONAL MOBILITY

FROM

TO

Lead Painter/Foreman Painter

Painter

Painter Helper

Some employers promote into this occupation from positions such as helper or laborer, and promote from this occupation into higher ranking occupations such as lead painter, foreman or supervisor. Most employers recruit for this occupation through employee referrals, and some through in house promotions, newspaper advertisements, and private employment agencies. Some applicants screen applicants through drug testing.

REGIONAL OCCUPATIONAL
CENTER PROGRAMS:NA

ADULT SCHOOL COURSES:NA

GOE Code: 05.10.07

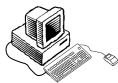
San Joaquin County Area Painters and Drywall Finishers JATC provides training in the application of paint, stains, varnish, and lacquers. Students are also taught how to prepare surfaces for paintings. Students who complete the program can work as a residential, commercial, or industrial painter.

PARALEGAL PERSONNEL

DOT Code
119.267-026
119.267-022

TITLE
PARALEGAL ASSISTANT
LEGAL INVESTIGATOR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 283050

DESCRIPTION

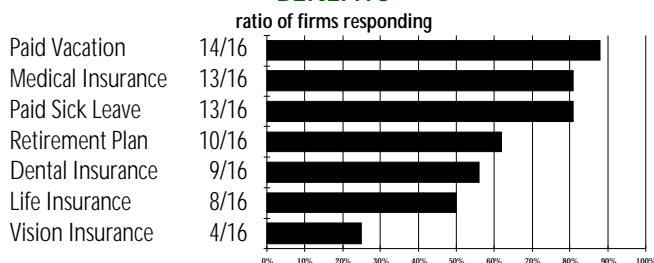
Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.50 - \$14.00	\$10.10
Experienced/ New to Firm:	\$ 9.00 - \$18.75	\$12.06
3+ Yrs. Experience with Firm:	\$11.00 - \$21.75	\$14.53

Part time employees average approximately 24 hours per week.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	100 – small
Growth Rate (per yr.):	6.1%, much faster than average
Job Growth (92-99):	30
Separations (92-99):	0

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants but little difficulty finding inexperienced applicants who meet their hiring standards. Both turnover and growth generate employment opportunities in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Legal Services	94%	8111
Local Government	5%	9030

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent hires have completed the BA. Some report that recent hires have completed the AA, and some report vocational training of 1 year or more. Employers also report that recent hires have a educational background in the field of law.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require prior experience, although the amount of such experience required varies widely. Employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to read and comprehend information quickly
English grammar, spelling, and punctuation skills
Knowledge of legal terminology
Investigative research skills
Ability to use good business English
Problem solving skills, Public contact skills
Ability to interview others for information
Ability to use a computer terminal

Personal:

Ability to read and follow instructions
Ability to work under pressure, Oral communication skills
Ability to interact well with others
Ability to perform basic mathematical computations

Basic:

Ability to write legibly, Ability to write effectively
Ability to work independently

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of court proceedings
Record keeping skill, Knowledge of law office work
Ability to type at least 40 wpm
Certified Legal Assistant (CLA), Use a transcribing machine

Personal:

Willingness to work with close supervision

OCCUPATIONAL MOBILITY

FROM

TO

Associate Attorney (if qualified)

Paralegal Personnel

Legal Secretary

Some employers may promote from positions as legal secretary into this occupation, and may promote from this occupation into an associate attorney provided employee possesses a law degree.

Many employers recruit through newspaper advertisements, and public and private vocational schools and training programs.



PARALEGAL PERSONNEL

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: None available at SJDC

Top Code: 140110

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES:NA

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Paralegal

Average time to complete program: 12 quarters
Approximate cost to enroll: \$ 1,568 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: none
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 283050

The Paralegal certificate program is designed to provide a background of education of education and practical experience in the legal field. This program is open only to those students who have completed a minimum of two years of college (60 semester units) of which at least 36 are in the area of General Education, or who have at least 3 years of experience working in a law office or law related field. Students who complete the program are qualified to work as an entry-level paralegal assisting attorneys to prepare court cases.

ASSESSMENT CODES

California Occupational Guide # 464

Specific Vocational Preparation: 7 (over 2 years up to 4 years)

GED: R M L APTITUDES: G V N S P Q K F M E C
5 2 5 2 1 3 4 4 3 4 4 4 5 5

INTERESTS: Lead, Influence

GOE Code: 11.04.02

PAYROLL & TIMEKEEPING CLERKS

DOT Code:
215.362-022
215.382-014

TITLE
TIMEKEEPER
PAYROLL CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------



DESCRIPTION

Payroll and timekeeping clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from time-sheets and work tickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.25 - \$ 9.50	\$ 8.07
Experienced/ New to Firm:	\$ 6.00 - \$11.00	\$ 8.87
3+ Yrs. Experience with Firm:	\$ 8.50 - \$12.25	\$10.00

BENEFITS

ratio of firms responding

Medical Insurance	22/22	
Paid Vacation	22/22	
Dental Insurance	22/22	
Paid Sick Leave	21/22	
Retirement Plan	20/22	
Life Insurance	20/22	
Vision Insurance	16/22	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	230 – small
Growth Rate (per yr.):	0.0%, remain stable
Job Growth (92-99):	0
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report little or no difficulty hiring inexperienced applicants who meet their hiring standards, but some difficulty hiring experienced applicants.

Most employers report recruiting applicants through newspaper advertisements. Many fill positions in this occupation through in-house transfers and promotions or through Employment Development Department listings. Some use current employee referrals or hire unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospitals	8%	8062
Canned Fruits & Vegetables	7%	2033
Accounting, Auditing & Bookkeeping	7%	8721
Local Government	7%	9030

22 FIRMS RESPONDING

OES Code: 553410

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Many prefer a high school diploma although many will also accept a GED. Some employers hire applicants with 12-24 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers accept 12 to 24 months of experience as a payroll/timekeeping clerk.

VERY IMPORTANT SKILLS

Technical:

Knowledge of business math
Ability to operate a 10-key adding machine by touch
Record keeping skills
Knowledge of payroll processing
Clerical detail work skills, Data entry skills
Ability to use a computer terminal
Ability to use a personal computer
Filing skills, Telephone answering skills

Personal:

Ability to perform basic mathematical computations
Ability to follow oral instructions
Ability to work independently, interact well with others
Ability to read and follow instructions
Willingness to work under close supervision

Basic:

Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of spreadsheet software
Knowledge of data base software
Knowledge of word processing software

OCCUPATIONAL MOBILITY

FROM

TO

Payroll Supervisor-Full Charge Bookkeeper
Bookkeeper

Payroll/Timekeeping Clerk

Account Clerk

Clerk Typist

Many employers promote into this occupation from lower ranking occupations such as clerk typist, cashier or assistant payroll clerk. This is an entry level position, however, for most employers.

EDUCATION:												
Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
WORKING EXPERIENCE:												
30 days	3	6	9	12	18	24	30	36	42	48		
EDUCATION: Payroll & Timekeeping Clerk												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Vocational Accounting

Average time to complete program: 26 units
Approximate cost to enroll: \$ 338*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission from H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553380
Gov. program classification/code: TOP/050220

This program is designed for students planning to enter the job market after completing a two-year program at Delta. Opportunities for entry into the accounting profession are good, and the number of accountants needed will increase through the 1990's. The accounting profession is wide open and provides opportunities in private and public accounting with specialized fields from auditing, tax services, management and advisory services, to government and institutional accounting.
*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

M.T.I. BusinessCollege Inc.
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Bookkeeping III

Average time to complete program: 7 months
Approximate cost to enroll: \$ 3,505.
Other fees: \$ 560
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED, or Ability to Benefit test
Open entry/ Open exit: no
What is received upon completion: Diploma
Target students: Adults
OES Code: 553380

M.T.I.'s bookkeeping program is designed for students who wish to gain employability skills to allow them to enter the job market. The level III program is designed to prepare students for entry-level work as a bookkeeper or word processor.

See also:

Heald Business College, Stockton ... (209) 477-1114.
Worldwide Educational Services, Stockton ... (209) 951-1174.
Computer Tutor, Modesto ... (209) 545-5200.
Computer Business School, Stockton ... (408) 258-0986.

ASSESSMENT CODES

California Occupational Guide #82

Specific Vocational Preparation =4.0 (3 to 6 months)

R ML G V N S P Q K F M E C
GED: 3 3 2 APTITUDES: 3 3 3 4 4 2 2 2 3 5 5

INTERESTS: Clerical

GOE Code: 07.02.05

PAYROLL & TIMEKEEPING CLERKS TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Escalon High School
1520 E. Yosemite Ave.
Escalon, CA. 95320
(209) 838-7073

Accounting

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: Materials fee (adults)
Program requirements: "C" average or better
Prerequisites: Consent of teacher
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, and Adults
OES Code: 553380

This program prepares the student for the accounting field. The course progresses from the basic principles of double entry accounting to the complex principles involved. Activities include workbook and various simulations.

See also:

Lincoln High School, Stockton

... (209) 953-8932.

ADULT SCHOOL COURSES

Manteca Adult School
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Accounting I

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: Textbook fees
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Manteca U.S.D. adult residents
OES Code: 553380

This course provides instruction in basic accounting skills at the pace of the student. Students learn skills needed for entry-level employment as an accounting clerk. Students who successfully complete the course can earn three (3) units of credit through San Joaquin Delta College.

See also:

Tracy Adult School, Tracy

... (209) 831-5034.

PERSONNEL, TRAINING, & LABOR RELATIONS MANAGERS

DOT Code:
166.117-018
166.167-130
166.167-026
166.117-010

TITLE
MANAGER, PERSONNEL
MANAGER, EMPLOYMENT
MANAGER, EDUCATION & TRAINING
DIRECTOR, INDUSTRIAL RELATIONS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 130050

DESCRIPTION

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 9.75 - \$25.00	\$10.81
Experienced/ New to Firm:	\$11.25 - \$25.00	\$14.45
3+ Yrs. Experience with Firm:	\$12.00 - \$28.25	\$17.36

BENEFITS

ratio of firms responding

Medical Insurance	16/16	100%
Paid Vacation	16/16	100%
Paid Sick Leave	16/16	100%
Dental Insurance	16/16	100%
Life Insurance	14/16	87.5%
Retirement Plans	13/16	81.25%
Vision Insurance	10/16	62.5%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	320- medium
Growth Rate (per yr.):	2.0%, faster than average
Job Growth (92-99):	50
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced employees who meet their hiring standards, and no difficulty hiring qualified inexperienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
Labor Organizations	20%	8631
Veterinary Services, Specialties	5%	0742
Canned Fruits & Vegetables	5%	2033
General Medical & Surgical Hospital	4%	8062

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires possess a bachelor's degree and some have completed the AA degree. Most have not completed vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require 12 months or more of prior experience in this occupation and many sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Problem solving skills
Leadership skills, Ability to motivate others
Ability to manage an activity or department
Knowledge of personnel classification work
Public contact skills, Ability to interview others for information
Possess excellent negotiating skills
Performance appraisal skills, Personnel interviewing skills
Knowledge of personnel recruiting
Knowledge of grievance procedures
Knowledge of labor relations work
Office management skills
Ability to plan and organize the work of others
Ability to write job specifications
Ability to hire/assign personnel
Knowledge of employee benefit programs
Knowledge of business math

Personal:

Ability to write effectively
Ability to work independently
Ability to interact well with others
Ability to work under pressure

Basic:

Oral communication skills

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of collective bargaining process

Personal:

Willingness to work nights, weekends, holidays
Willingness to travel

OCCUPATIONAL MOBILITY

FROM

TO

District Manager

Personnel Training and Labor Relations/Manager

Personnel Analyst

Many employers report promoting from occupations such as payroll coordinator, human resource specialist, and personnel analyst. Many employers promote employees to such occupations as district manager or other management positions.



REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide: #135
Specific Vocational Preparation = 8 (over 4 and up to 10 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	5	5	5	APTITUDES:	1	1	2	3	3	3	4	4	4	5	5

INTERESTS: Lead, Influence

GOE Code: 11.05.02

The business management program has been developed to include a significant concentration in accounting providing the student the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques,

...(209) 951-1174.

PERSONNEL, TRAINING, & LABOR RELATIONS SPECIALISTS

DOT Code:
166.267-042
166.167-054
166.267-018
166.267-034

TITLE
EMPLOYEE RELATIONS SPECIALIST
TECHNICAL TRAINING COORD.
JOB ANALYST
JOB DEVELOPMENT SPECIALIST

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 215110

DESCRIPTION

Personnel, Training, and Labor Relations Specialists conduct programs of recruitment, selection, placement, training, promotion, welfare, safety, compensation, or separation of employees. They may specialize in specific areas such as labor-management relations, counseling, job analysis, position classification, training, or compensation. Please do not include workers primarily involved in personnel research and in the administration of testing and counseling programs for which a background in psychology is required. Also, please do not include employment interviewers in private or public employment agencies.

WAGES/BENEFITS

	<i>Range</i>	<i>Median</i>
Entry Level/No Experience:	\$ 7.00 - \$25.00	\$13.42
Experienced/ New to Firm:	\$ 7.25 - \$24.00	\$17.12
3+ Yrs. Experience with Firm:	\$ 8.75 - \$28.00	\$18.87

BENEFITS

ratio of firms responding

Paid Vacation	16/16	
Medical Insurance	15/16	
Retirement Plans	15/16	
Life Insurance	14/16	
Paid Sick Leave	14/16	
Dental Insurance	14/16	
Vision Insurance	11/16	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	260 – medium
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	20
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced employees who meet their hiring standards, but little difficulty finding workers who are trained but inexperienced. Turnover contributes to the creation of job opportunities.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Labor Organizations	20%	8631
State Government	12%	9020
Local Government	9%	9030
Canned Fruits & Vegetables	5%	2033
General Medical & Surgical Hospital	4%	8062

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that many recent new hires have either completed high school or possess a Bachelor's degree. Most have not completed vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require 6 mos. or more of prior work experience in this occupation and many sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Customer service skills, Public contact skills
Ability to interpret union contracts
Ability to consider long-range effects of decisions
Ability to use a computer terminal
Knowledge of grievance procedures
Ability to use personal computers
Knowledge of labor relations work

Personal:

Ability to work under pressure
Ability to perform basic mathematical computations
Ability to work independently, Ability to write legibly

Basic:

Oral communication skills, Ability to write effectively
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of EEO and affirmative action guidelines
Knowledge of labor law
Ability to manage an activity or department
Knowledge of personnel classification work
Knowledge of business math, OSHA safety standards
Ability to hire/assign personnel
Knowledge of Federal/State benefits regulations
Knowledge of employee pension plan regulations
Knowledge of vocational counseling
Knowledge of bookkeeping procedures

Personal:

Willingness to work with close supervision

OCCUPATIONAL MOBILITY

FROM

TO

Management Analyst

Personnel Training and Labor Relations/Specialist

Personnel Clerk

Most employers report promoting into this position from occupations such as personnel clerk, personnel technician, administrative clerk, administrative analyst I and II, and other administrative classifications. Many employers promote employees to such occupations as management analyst, employee relations officer, supervisor, district representative, and other senior positions.

PERSONNEL TRAINING & LABOR RELATIONS SPECIALISTS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Supervision & Management

Average time to complete program: 24 - 28 units
Approximate cost to enroll: \$ 312 - \$ 364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission of H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 510020
Gov. program classification/code: TOP/050630

This program prepares students to work as managers or supervisors in a variety of fields. A manager develops company or department policies, coordinates activities, and supervises and directs personnel to attain operational goals. Students enrolled in this program learn concepts and skills such as business math and law, techniques of supervision management, accounting, and the use of microcomputers enabling them to work as successful managers.

*Program cost is calculated at \$13 per unit for CA residents.

ADULT SCHOOL COURSES: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Business Management

Average time to complete program: 12 quarters
Approximate cost to enroll: \$ 1,568 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. degree
Target students: Adults
OES Code: 130140

**Tuition fees subject to change effective every year.*

The business management program has been developed to include a significant concentration in accounting providing the student the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques,

See also:

Worldwide Educational Services, Stockton

...(209) 951-1174.

ASSESSMENT CODES

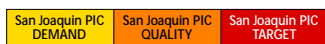
California Occupational Guide: # 297

Specific Vocational Preparation = 7 (over 2 and up to 4 years)

	R ML		G V N S P Q K F M E C
GED:	4 2 2	APTITUDES:	2 2 3 4 4 3 4 4 4 5 5

INTERESTS: Lead, Influence

GOE Code: 11.03.04



*DESCRIPTION

Phlebotamists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities, for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tasks.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 7.75 - \$11.00	\$ 8.38
Experienced/New to Firm:	\$ 8.00 - \$10.25	\$ 9.72
3 + Yrs Experience with Firm:	\$ 8.25 - \$11.25	\$11.34
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$10.75	\$ 7.75
Experienced/New to Firm:	\$ 6.25 - \$10.50	\$ 8.18
3 + Yrs Experience with Firm:	\$ 7.50 - \$11.50	\$ 9.50

11 of 16 employers in this sample hire at Entry Level/No Experience. 6 (38%) of employers hire part-time, 22% of employees in this sample are part-time, and, part-time staff average 20 hours per week.

BENEFITS



Most (11 of 16) employees in this sample share the cost of benefits with their employers while the balance of employers pay all for benefits.

EMPLOYMENT TRENDS

*OCCUPATIONAL FORECAST 1992-1999

Size, 1995: 190 – small (actual number of employees in sample, rounded to the tenths)

- * Growth Rate (per yr.): 5.9%, much faster than average
- * Job Growth (92-99): 240
- * Separations (92-99): 340

SUPPLY/DEMAND ASSESSMENTS

Many employers have some difficulty finding experienced applicants who meet their hiring standards but Most employers have little difficulty finding inexperienced employees who meet their hiring standards. Both turnover and growth create job opportunities.

69% of employers indicate that they hire through newspaper advertisements, 56% use employee referrals and unsolicited walk-ins, 38% use vocational schools and training programs, and 31% use in-house promotions.

WHERE THE JOBS ARE (actual % & SIC of sample)

	Percent	SIC
General Medical & Surgical Hospitals	69%	8062
Offices & Clinic of Doctors of Medicine	20%	8011
Medical Laboratories	11%	8071

* **Note:** Employers for this occupation were sampled using the DOT code description of Phlebotamist. Since no local occupational size data is available for the DOT occupation, the equivalent "Health Care Professionals, Paraprofessional, Not Elsewhere Classified" OES classification forecast data is substituted.

16 FIRMS RESPONDING

OES Code: *660990

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that employees in this occupation have a high school diploma or equivalent and 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Some employers require an average of six months of experience as a phlebotomist, but most employers require an average of six months experience in some general clinic, hospital, laboratory or medical office position which requires utilization of the skills used in the field of phlebotomy.

Vocational training is usually required by most employers for this occupation. Most employers will sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Infection control skills
Blood drawing skills
Ability to follow laboratory procedures
Record keeping skills
Ability to apply sterilization techniques
Knowledge of medical terminology

Physical:

Manual dexterity

Personal:

Public contact skills
Ability to work independently
Ability to interact well with others
Good grooming skills

Basic:

Ability to read and follow instructions
Ability to follow oral instructions
Oral communication skills
Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Data entry skills, Telephone answering skills
Ability to follow billing procedures
Knowledge of microcomputer hardware and operating systems

Physical:

Possession of good color perception

Personal:

Willingness to work with close supervision

Basic:

Basic math skills

OCCUPATIONAL MOBILITY

FROM

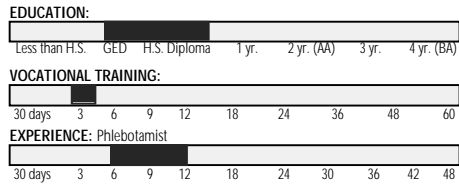
TO

Medical Laboratory Technician

Phlebotamist

Laboratory Assistant

Many employers report promoting to this position from occupations such as a laboratory aide and some report promoting from this occupation to higher level positions such as a laboratory assistant or medical technologist.



PHLEBOTAMIST

TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

OTHER TRAINING PROGRAMS

Medical Emergency Training Systems
710 S. Beckman Road
Lodi, CA 95240
(209) 368-9690

Phlebotomist (Certified)

Average time to complete program: 1 month
Approximate cost to enroll: \$ 175.00
Other fees: \$ 50.00 application fee
Program requirements: Successful completion
Prerequisites: H.S. diploma
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adult graduates of H.S.
OES Code: 329990

The Certified Phlebotomist program is designed to teach students the anatomy, physiology, and technical skills necessary to function as a Phlebotomist.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide No.: No data available

Specific Vocational Preparation: 3 (30 days to 3 months)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	3		3	3	4	3	3	3	2	2	2	5	4

INDUSTRY: Medical Services

GOE Code: 02.04.02 – Life Sciences

PLUMBERS, PIPEFITTERS & STEAMFITTERS

SAN JOAQUIN PIC DEMAND	SAN JOAQUIN PIC QUALITY	SAN JOAQUIN PIC TARGET
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15 FIRMS RESPONDING

OES Code: 875020

DESCRIPTION

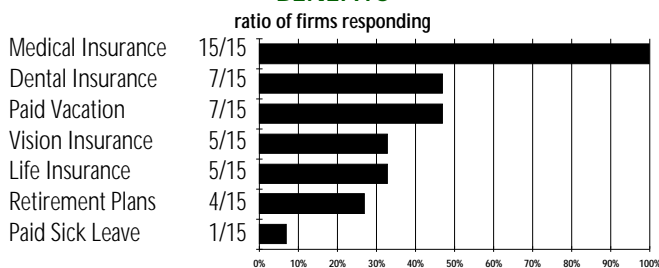
Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration equipment.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 6.50 - \$ 8.75	\$ 8.00
Experienced/New to Firm:	\$10.00 - \$18.00	\$15.00
3 + Yrs Experience with Firm:	\$14.75 - \$25.00	\$20.00
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$12.00	\$ 7.00
Experienced/New to Firm:	\$ 8.50 - \$18.00	\$12.00
3 + Yrs Experience with Firm:	\$ 7.50 - \$11.50	\$15.00

Almost all employers are non-union. Union employers pay at the high end of the above ranges.

BENEFITS



Most employees of the employers in the survey receive benefits paid by the employers.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	410-medium
Growth Rate (per yr.):	.4%, slower than average
Job Growth (92-99):	10
Separations (92-99):	60

SUPPLY/DEMAND ASSESSMENTS

Most employers report that it is some what difficult to find qualified experienced applicants and inexperienced applicants who meet their hiring standards. Many employers indicated growth in this occupation during the last year and most expect growth over the next three years.

WHERE THE JOBS ARE

	Percent	SIC
Plumbing, Heating, Air-Conditioning	60%	1711
Gas and Other Services Combined	20%	4932

DOT Code:
862.381-034
862.381-030
862.281-022

TITLE
PLUMBER APPRENTICE
PLUMBER
PIPE FITTER

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employers report that employees in this occupation have a high school diploma or its equivalent. Some are unionized firms and require that their employees have completed an apprenticeship program.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require their employees in this occupation have 12-60 months of experience as a plumber or pipefitter, but will substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Possess valid drivers license
Possess good DMV driving record
Ability to use hand tools
Ability to analyze and solve problems
Ability to read blueprints, Understanding of building codes
Knowledge of hazardous materials
Soldering skills, Ability to read blueprints, Pipefitting skills
Customer service skills, Public contact skills

Physical:

Ability to provide own hand tools
Ability to lay out job
Willingness to work with close supervision
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 lbs. repeatedly

Personal:

Possess safety conscious
Ability to work in cramped/confined spaces
Ability to work independently, Interpersonal skills

Basic:

Ability to write legibly
Ability to read and follow instructions

Some employers indicate that employees in this occupation should have the ability to read blue prints or control diagrams and have a knowledge of decimals and fractions.

OCCUPATIONAL MOBILITY

FROM

TO

	Supervisor/Foreman/ Superintendent
	Journeyman Plumber
	Apprentice Plumber
Laborer	

Some employers indicate that they will promote into this occupation from such positions as a runner or laborer. Most employers, however, indicate that they will promote from this occupation to positions such as supervisor, foreman or superintendent. Most employers recruit through employee referrals, newspaper ads and unsolicited applicants. Unionized employers recruit through union hiring halls. Most employers require a DMV printout as part of their application process.

PLUMBERS, PIPEFITTERS & STEAMFITTERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Plumbing & Pipefitting Local #492
3935 Coronado Ave.
Stockton, CA 95204
(209) 464-4559

Plumber

Average time to complete program: 5 years
Approximate cost to enroll: No Fee
Other Fees: Initiation & union dues
Program requirements: Successful completion
Prerequisites: Agility & Coordination
Open entry/open exit: yes
What is received upon completion: Certificate
Target students: H.S. graduates
OES Code: 875020

The plumbing & Pipefitting apprenticeship program prepares students for employment as a plumber or pipefitter at the journey-level. Students learn skills needed to work as a plumber or pipefitter through "on-the-job" training and classroom instruction.

OTHER TRAINING PROGRAMS: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

POLICE PATROL OFFICERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$14.00 - \$16.75	\$15.76
Experienced/ New to Firm:	\$15.75 - \$17.75	\$15.76
3+ Yrs. Experience with Firm:	\$18.75 - \$19.50	\$19.24

Most employers in this sample are unionized.

BENEFITS

ratio of firms responding

Paid Vacation	6/6	
Medical Insurance	6/6	
Retirement Plans	6/6	
Paid Sick Leave	6/6	
Dental Insurance	6/6	
Vision Insurance	6/6	
Life Insurance	5/6	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	520 – large
Growth Rate (per yr.):	0.0%, stable
Job Growth (92-99):	0
Separations (92-99):	120

SUPPLY/DEMAND ASSESSMENTS

Employers report no difficulty finding experienced or inexperienced applicants who meet their hiring standards. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	83%	9030
State Government	17%	9020

OCCUPATIONAL MOBILITY

FROM

Police Patrol Officer

TO

Police Sergeant

Most employers will promote from this occupation into positions such as higher ranks or into investigative positions. Employers hire through newspaper advertisements and will hire unsolicited walk-ins. Some hire through employee referrals, community organizations, EDD or school training programs.

DOT Code:

375.263-014
375.263-018
379.263-014
375.367-010

TITLE

POLICE OFFICER I
STATE-HIGHWAY POLICE OFFICER
PUBLIC SAFETY OFFICER
POLICE OFFICER II



6 FIRMS RESPONDING

OES Code: 630140

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Some employers require 12 or more months prior experience as a police patrol officer.

VERY IMPORTANT SKILLS

Physical:

Ability to pass a pre-employment medical examination
Ability to pass a physical performance test

Technical:

Problem solving skills, Ability to write effectively
Verbal presentation skills, Analytical skills
Ability to interview others for information
Ability to administer emergency first aid
Possession of a Firearms Qualifications Card

Personal:

Ability to handle crisis situations
Ability to pass psychological interview
Ability to work independently
Ability to work under pressure
Ability to interact well with others, Public contact skills
Willingness to work with close supervision
Ability to read and comprehend information quickly
Understanding of a variety of cultures

Basic:

Ability to think logically
Ability to follow oral instructions
Oral communication skills, Ability to write legibly

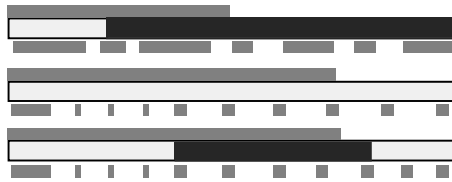
NOTE:

The job of Police Patrol Officer is part of a cluster of law enforcement occupations which includes sheriff and correctional officer, as well as others such as FBI or Treasury Agent.

Work in this occupation demands a combination of self control, emotional stability and physical ability well above the average for most occupations. A 40-hour workweek is usually required in this occupation, but persons working in this occupation must be willing to work overtime and frequently on weekends, holidays or evening shifts.

Although applicants in this occupation are formally required to have completed high school or the equivalent, more advanced education with related specialties such as police science or criminal justice are becoming more common as this occupation continues to professionalize, and is therefore highly desirable.

Jobs in this occupation are filled through examinations which evaluate the experience, education and personal fitness of applicants. Successful candidates receive additional training prior to beginning work (see the training section of this occupational assessment).



SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Law Enforcement

Average time to complete program: 32 units
Approximate cost to enroll: \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission from H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 630140
Gov. program classification/code: No TOP Code

The Law Enforcement program provides training for men and women who wish to pursue a career in the field of Law Enforcement. It offers practical and technical instruction to meet the requirements of various law enforcement agencies and provides the student with the basic knowledge and techniques to work in police departments.

*Program cost is calculated at \$13 per unit for CA residents.

POLICE PATROL OFFICER

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide: # 457

Specific Vocational Preparation = 6 (1 to 2 years)

GED: R ML G V N S P Q K F M E C
4 3 4 3 3 4 3 3 3 3 3 4 3 3 4

INTERESTS: Protective

GOE Code: 04.01.02

PRODUCT INSPECTORS, AGRICULTURAL PRODUCTS

San Joaquin PIC: DEMAND	San Joaquin PIC: QUALITY	San Joaquin PIC: TARGET
----------------------------	-----------------------------	----------------------------

DESCRIPTION

Agricultural Product Inspectors grade, sort, inspect, test, sample, weigh, or otherwise classify unprocessed and processed food and other agricultural products by size, weight, color, or condition. They compare agricultural products to product standards, and are able to judge products for conformity to those standards, and sort them accordingly. Work may be done before, during, or after initial raw material processing.

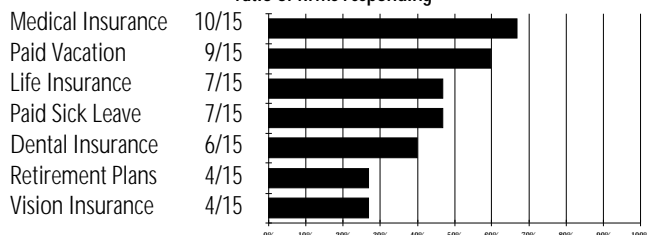
WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.25 - \$ 7.00	\$ 5.50	\$ 5.50 - \$ 9.50	\$ 7.00
Experienced/ New to Firm:			
\$ 4.25 - \$13.50	\$ 6.00	\$ 5.50 - \$16.75	\$ 7.00
3+ Yrs. Experience with Firm:			
\$ 4.25 - \$16.00	\$ 6.50	\$ 7.00 - \$16.75	\$ 7.50

40% of employers and 91% of employment in this sample are unionized. Most employers report more than one shift for this occupation. Most employers hire temporary or seasonal positions, as well as full time employees.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1992:	2,755 – very large
Growth Rate (per yr.):	NA
Job Growth (92-99):	NA
Separations (92-99):	NA

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding experienced applicants who meet their hiring standards and no difficulty finding inexperienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
Canned Fruits, Vegetables, Preserves	80%	2033

1 Information about employment trends is limited for this occupation. The "Occupational Forecast" and "Where the Jobs Are" information described above comes directly from analyzing employer responses, rather than EDD/LMID projections.

DOT Code:

194.387-010
369.687-022
529.387-030
579.585-010
529.687-118

TITLE

QUALITY CONTROL INSPECTOR
INSPECTOR
QUALITY CONTROL TECHNICIAN
SAMPLER-TESTER
INSPECTOR, CANNED FOOD

15 FIRMS RESPONDING

OES Code: 830880

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have not completed high school. Most have not completed vocational training.

EXPERIENCE AND OTHER REQUIREMENTS

Most employers usually require 1 month or more of prior work experience in this occupation and most never substitute training for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods

Technical:

Good vision

Ability to use inspection equipment

Ability to work rapidly

Manual dexterity

Full use of hands, arms, and fingers

Familiarity with military specifications

Ability to use precision tools

Good color perception

Specific product knowledge

Ability to do routine, repetitive work

Personal:

Ability to work under pressure

Willingness to work with close supervision

Ability to work independently

Basic:

Oral communication skills

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 50 lbs.

Technical:

Ability to calculate weights and measurements

Ability to give oral instructions

Basic:

Ability to write legibly, Ability to read and follow instructions

Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

FROM

TO

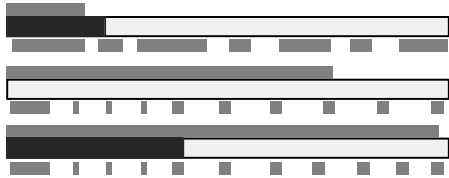
Quality Engineer/Machine Operator

Production Inspector - Ag. Products

Production Line Worker

Some employers report promoting into this occupation from other occupations such as production line workers, assemblers, and drivers and promote to higher ranking occupations such as quality engineer and machine operator.

Many employers recruit employees through the Employment Development Department and unsolicited walk-ins.



PRODUCT INSPECTORS, AGRICULTURAL PRODUCTS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE:NA

Certificate: No certificate available at SJDC

TOP Code: None

ADULT SCHOOL COURSES: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

California Occupational Guide: # 465

Specific Vocational Preparation = 3 (30 days to 3 months)

	R M L		G V N S P Q K F M E C
GED:	3 2 2	APTITUDES:	3 4 3 4 2 4 4 4 4 5 5

INTERESTS: Industrail

GOE Code: 06.03.01

PRODUCTION INSPECTORS NON - AGRICULTURAL PRODUCTS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DOT Code:

194.387-010
369.687-022
529.367-022
579.585-010
726.684-062

TITLE

QUALITY CONTROL INSPECTOR
INSPECTOR
QUALITY CONTROL TECHNICIAN
SAMPLER-TESTER
PRINTED CIRCUIT BOARD INSPECTOR

16 FIRMS RESPONDING

OES Code: 830050

DESCRIPTION

Production inspectors, testers, graders, sorters, samplers, and weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

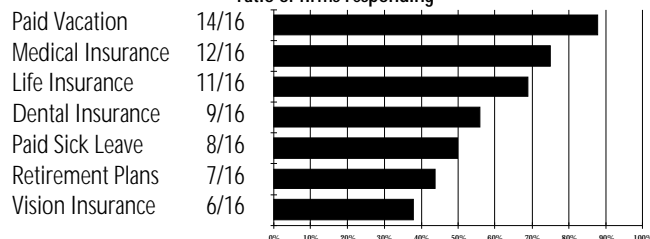
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience :	\$ 4.75 - \$12.50	\$ 5.38
Experienced/New to Firm:	\$ 6.00 - \$14.00	\$ 7.30
3 + Yrs Experience with Firm:	\$ 7.25 - \$14.50	\$10.04

25% of the employers in this sample are unionized and unions represent 60% of employment.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	380— medium
Growth Rate (per yr.):	-0.7%, decline
Job Growth (92-99):	-20
Separations (92-99):	60

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty in finding experienced applicants who meet their hiring standards and no difficulty finding inexperienced applicants who meet their hiring standards. Turnover creates most employment opportunities in this occupation.

Many employers expect skill needs to increase over the next 5 years in areas such as automation and technical expertise in the area of production inspector.

WHERE THE JOBS ARE

	Percent	SIC
Canned Fruits & Vegetables	16%	2033

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent, although some report that most recent hires have had less than high school, and some that recent hires have 3 to 11 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 3 months or more experience in the occupation, but many sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods
Full use of hands, arms, and fingers
Manual dexterity
Good vision

Personal:

Ability to do routine, repetitive work
Ability to work rapidly
Ability to work under pressure
Willingness to work with close supervision

Basic:

Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 50 lbs.

Technical:

Ability to use inspection equipment
Good color perception
Ability to use precision tools
Specific product knowledge

Personal:

Ability to work independently
Ability to write legibly
Ability to perform basic mathematical computations

Basic:

Ability to interact well with others
Oral communication skills

OCCUPATIONAL MOBILITY

FROM

TO

Quality Assurance Manager

Production Inspector - Non-ag

Machine Operator

Most employers will promote into this occupation from lower ranking positions such as a machine operator, production assembler, general laborer or a trainee. Many employers promote from this occupation to positions such as quality assurance manager, supervisor, or in lead production.



REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

TOP Code: None

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

GOE Code: 06.03.01

PSYCHIATRIC TECHNICIANS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

9 FIRMS RESPONDING

OES Code: 329310

DESCRIPTION

Psychiatric Technicians provide nursing care to mentally ill, emotionally disturbed, or mentally retarded patients and participate in rehabilitation and treatment programs. They help with personal hygiene, and administer oral medications and hypodermic injections, following physician's prescriptions and hospital procedures. They monitor patients' physical and emotional well-being and report to medical staff.

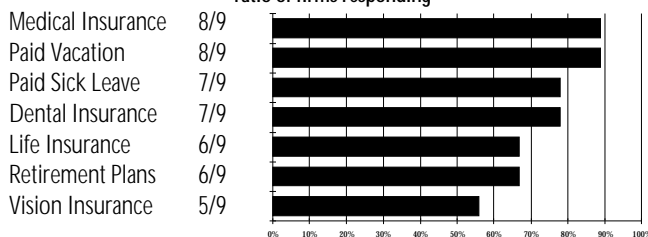
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.25 - \$12.25	\$10.88
Experienced/ New to Firm:	\$ 5.50 - \$13.25	\$11.00
3+ Yrs. Experience with Firm:	\$ 6.50 - \$15.00	\$13.83

Many employers hire part-time staff. Part-time employees average 22 hours per week. Many employees in this occupation also work on-call. On-call staff average 24 hours per week.

BENEFITS

ratio of firms responding



Benefits provided by many employers to part-time workers include paid vacation, sick leave, medical insurance, dental insurance, vision insurance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	190 – small
Growth Rate (per yr.):	-0.7%, decline
Job Growth (92-99):	-10
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding inexperienced applicants who meet their hiring standards, but some difficulty finding experienced applicants. Turnover generates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Psychiatric Hospitals	78%	8062
Skilled Nursing Care Facilities	12%	8051
General Medical & Surgical Hospital	8%	8062

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent new hires have completed AA degrees, although some report most recent new hires have only completed high school. Many require 12 to 24 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 3 months or more prior work experience but will substitute training for experience. Many employers expect skill needs to increase over the next five years in the following areas: ability to observe and record condition of patients, ability to lead group activities, knowledge of developmental programming.

VERY IMPORTANT SKILLS

Physical:

Physical ability to lift/move patients

Technical:

Ability to relate to patients

Ability to work with a team of health professionals

Ability to handle crisis situations

Skilled at patient observation

Knowledge of emergency procedures

Ability to record condition of patients

Skilled at providing personal services to patients

Knowledge of medical terminology, Ability to take vital signs

Willingness to work nights, weekends, and holidays

Ability to give injections, Ability to administer medications

Ability to walk for prolonged periods of time

Multi-cultural familiarity

Personal:

Ability to work under pressure, Oral communication skills

Willingness to work with close supervision

Ability to perform basic mathematical computations

Basic:

Ability to read and follow instructions

Ability to work independently

Ability to write legibly

MODERATELY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods

Technical:

Possess valid driver's license

OCCUPATIONAL MOBILITY

FROM

TO

Lead Counselor/Shift Supervisor

Psychiatric Technician

Certified Nursing Assistant

Some employers report promoting employees into this occupation from positions such as certified nurse's assistant and hospital workers. Most promote to higher ranking positions such as lead counselor, shift supervisor, senior psychiatric technician, and other supervisory positions.

**PSYCHIATRIC TECHNICIANS****TRAINING OPPORTUNITIES****SAN JOAQUIN DELTA
COMMUNITY COLLEGE**

San Joaquin Delta College/Health Sciences Division
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5424

Psychiatric Technology

Average time to complete program: 53 weeks
Approximate cost to enroll: \$ 689*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma and passage of screening process
for Pyschiatric Technician student.
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 329310
Gov. program classification/code: 123910

The Psychiatric Technology program is developed in conjunction with the Stockton Developmental Center. Satisfactory completion of the program qualifies the graduate to take the examination for state licensure. Only students who are accepted by the psychiatric technician screening committee may register for this program. Contact Yvonne Drake at (209) 948-7180 for further information.

*Program cost is calculated at \$13 per unit for CA residents.

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS:NA****ADULT SCHOOL COURSES: NA****ASSESSMENT CODES**

California Occupational Guide # 95

Specific Vocational Preparation = 6 (over 1 year to 2 years)

GED: R M L APTITUDES: G V N S P Q K F M E C
4 4 3 3 3 3 4 4 3 3 3 3 4 5

INTERESTS: Humanitarian

GOE Code: 10.02.02

OTHER TRAINING PROGRAMS:NA

PURCHASING MANAGERS

DOT Code:
162.167-022
184.117-178
185.167-034

TITLE
MANAGER, PROCUREMENT SERVICES
SUPERINTENDENT, COMMISSARY
MANAGER, MERCHANDISE

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 130080

DESCRIPTION

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. Please include wholesale or retail trade merchandising managers.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$25.00	\$ 8.61
Experienced/ New to Firm:	\$ 7.50 - \$28.50	\$11.54
3+ Yrs. Experience with Firm:	\$11.50 - \$32.00	\$14.42

Some employers report that staff in this position work more than 40 hours per week. Full-time employees average 42 hours per week

BENEFITS

ratio of firms responding

Paid Vacation	14/15	
Medical Insurance	14/15	
Paid Sick Leave	13/15	
Dental Insurance	12/15	
Life Insurance	12/15	
Retirement Plans	11/15	
Vision Insurance	8/15	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	350 – medium
Growth Rate (per yr.):	0.4%, slower than average
Job Growth (92-99):	10
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards and little difficulty finding qualified but inexperienced applicants making the job market somewhat competitive for inexperienced job seekers.

Most employers report recruiting employees through in-house promotions.

WHERE THE JOBS ARE

	Percent	SIC
Grocery Stores	20%	5411
Farm Supplies	4%	5191
Lumber & Other Building Materials	3%	5211
Hardware Stores	3%	5251

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report recent new hires as having completed high school or the equivalent. Some recent hires have completed AA and BA degrees.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require twelve months to three years of work experience in this occupation. Most employers do not require classroom vocational training and will not accept it as a substitute for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to plan and organize the work of others
Ability to manage an activity or department
Technical knowledge of supplies & equipment procured
Knowledge of vendors and suppliers
Ability to give oral instructions
Problem solving skills
Ability to follow purchasing procedures
Ability to apply sales techniques
Business math skills
Possess product knowledge
Report writing skills
Verbal presentation skills
Ability to assess and analyze market conditions
Negotiation skills
Ability to write effectively
Ability to maintain financial records

Personal:

Ability to work independently
Ability to work under pressure
Ability to interact well with other
Ability to motivate others
Ability to manage unexpected situations or circumstances
Interpersonal skills
Willingness to work with close supervision

Basic:

Oral communication skills

OCCUPATIONAL MOBILITY

FROM

TO

Purchasing Manager

Store Manager

Sales-person/Clerk

Some employers promote employees into this occupation from department sales-people and purchasing assistants and promote employees to managerial positions such as store manager or manager.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: *Not a substitute for experience*

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Purchasing Manager

30 days	3	6	9	12	18	24	30	36	42	48
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PURCHASING MANAGERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: No certificate available at SJDC, however, a Business Administration program is available and recommended for those who wish to transfer to a four year program that will lead to a BS in Business Administration. Students should include the following courses within their 60 units of general education. For transfer programs, consult the general catalog for the four year college from which you expect to earn a bachelor's degree. Please call the Business Education Division for further information at 474-5567.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Business Management

Average time to complete program: 12 quarters
Approximate cost to enroll: \$ 1,568 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. degree
Target students: Adults
OES Code: 130140

The business management program has been developed to include a significant concentration in accounting providing the student the analytical skills necessary to compete in the modern business environment. It seeks to provide a practical knowledge of proven processes for planning, financial management, marketing, management consultant, entrepreneurs and general management techniques,

See also:

Worldwide Educational Services, Stockton

...(209) 951-1174.

ASSESSMENT CODES

California Occupational Guide: # 266

Specific Vocational Preparation = 7 (over 2 and up to 4 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	3		2	2	3	4	4	4	4	4	4	5	5

INTERESTS: Lead, Influence

GOE Code: 11.05.02

RADIOLOGICAL TECHNOLOGISTS, DIAGNOSTIC

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

8 FIRMS RESPONDING

OES Code: 329210

DESCRIPTION

Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers.

WAGES/BENEFITS

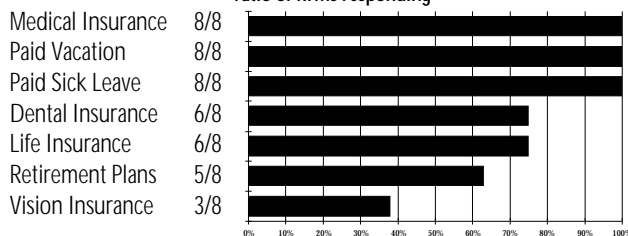
	Range	Median
Entry Level/No Experience:	\$10.50 - \$17.50	\$13.53
Experienced/ New to Firm:	\$10.50 - \$17.50	\$14.25
3+ Yrs. Experience with Firm:	\$11.75 - \$18.00	\$16.00

Most employers hire part time staff. Part time employees average 18 hours per week.

Many employers report more than one shift for this occupation with staff shortages for evening, day and swing shifts.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	120 – small
Growth Rate (per yr.):	2.9%, much faster than average
Job Growth (92-99):	20
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring inexperienced applicants but some difficulty hiring experienced applicants who meet their hiring standards.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospitals	52%	8062
Offices & Clinic of Medical Doctors	42%	8011

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent, and many report that recent hires have earned an AA degree. Some employers report that recent hires completed up to 11 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

This occupation requires special licensing from the State of California. Employers usually require 6 months of prior experience in the occupation but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods
Knowledge of transfer techniques to lift/move patients

Technical:

Possess a State CRT Certificate
Possess ARRT Registration
Ability to record condition of patients
Public contact skills
Knowledge of film developing equipment
Knowledge of safe equipment operating practices
Good eye-hand coordination

Personal:

Ability to work independently
Ability to work under pressure
Ability to interact well with others
Ability to write effectively
Ability to perform basic mathematical computations
Willingness to work with close supervision

Basic:

Oral communication skills, Ability to write legibly
Ability to read and follow instructions

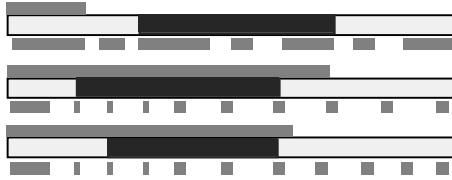
MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of CT scanning, Record keeping skills
Physical strength to lift patients, Ability to take vital signs
Knowledge of ultrasound scanning
Knowledge of medical terminology
Knowledge of magnetic resonance imaging (MRI)
Knowledge of fluoroscopic imaging procedures

OCCUPATIONAL MOBILITY

Most employers recruit through Newspaper advertisements, many through school training programs, and some through employee referrals.



LIMITED SURVEY OCCUPATION

RADIOLOGICAL TECHNOLOGISTS, DIAGNOSTIC

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Ave.
Stockton, Ca 95207
(209) 474-5151

Radiologic Technology

Program length: 48 units
Approximate cost to enroll: \$624*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from H.S. counselor
Open entry/Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 329170
Gov. program classification/code: N/A

This program prepares students for employment as Radiologic Technologist. Students learn the necessary radiology skills to work in private or public medical settings.
*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER/PROGRAMS:NA

ADULT SCHOOL COURSES:NA

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

California Occupational Guide # 89
Specific Vocational Preparation = 7 (over 2 and up to 4 years)
RML
GED: 5 4 5
INTERESTS: Humanitarian
GOE: 10.02.02

RADIOLOGICAL TECHNOLOGISTS, THERAPEUTIC

DOT Code:
078.162-010
078.362-026

TITLE
RADIOLOGICAL TECHNOLOGIST, CHIEF
RADIOLOGIST TECHNOLOGY

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------



3 FIRMS RESPONDING

OES Code: 329170

DESCRIPTION

Therapeutic Radiologic Technologists use ionizing radiation producing equipment to administer therapeutic doses of radiation as prescribed by the physician for the treatment of disease. They may also perform mathematical calculations using computers to develop detailed treatment plans. They are also known as Radiation Therapy Technologists.

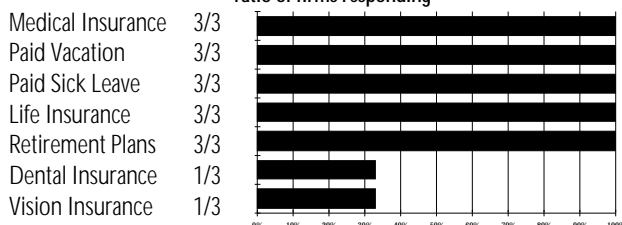
WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$10.00 - \$13.75	\$12.94
Experienced/ New to Firm:	\$11.00 - \$14.75	\$13.58
3+ Yrs. Experience with Firm:	\$12.00 - \$15.50	\$14.92

Most employers hire part-time staff. Part-time staff average 22 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	130 – small
Growth Rate (per yr.):	2.6%, much faster than average
Job Growth (92-99):	20
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding inexperienced applicants who meet their hiring standards, and great difficulty finding experienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospitals	60%	8062
Offices & Clinic of Medical Doctors	35%	8011

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed the AA or BA degree, and 3 to 11 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

This occupation requires licensing from the State of California. Most employers always require 12 months of prior experience, although some employers will substitute training for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods

Technical:

Skilled at patient observation
Knowledge of safe equipment operating practices
Possess a State CRT Certificate
Public contact skills
Knowledge of dosimetry
Knowledge of fluoroscopic simulation
Knowledge of medical terminology
Good eye-hand coordination
Ability to use a computer terminal
Ability to record condition of patients
Knowledge of film developing equipment
Possess ARRT Registration, Record keeping skills

Personal:

Ability to write effectively
Ability to read and follow instructions
Ability to work independently
Ability to interact well with others
Ability to work under pressure
Willingness to work with close supervision

Basic:

Oral communication skills

MODERATELY IMPORTANT SKILLS

Physical:

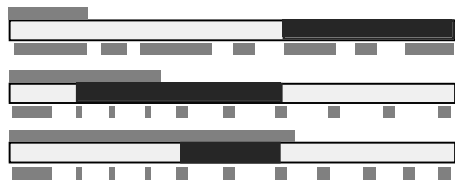
Physical strength to lift patients

Technical:

Knowledge of magnetic resonance imaging (MRI)
Knowledge of algebra
Knowledge of geometry

OCCUPATIONAL MOBILITY

Most employers recruit through newspaper advertisements.



LIMITED SURVEY OCCUPATION
**RADIOLOGICAL
TECHNOLOGISTS, THERAPEUTIC**
TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE:NA**

Certificate: No certificate offered at SJDC

TOP Code: 122500

Therapeutic Radiologic Technologists are required an advanced degree not offered at a community college level. A degree for this occupation, generally takes about 4 years.

**REGIONAL OCCUPATIONAL
CENTER/PROGRAMS:NA**

ADULT SCHOOL COURSES:NA

OTHER TRAINING PROGRAMS:NA

ASSESSMENT CODES

INTERESTS: Humanitarian

GOE Code: 10.02.02

RECEPTIONISTS AND INFORMATION CLERKS

San Joaquin PIC DEMAND

San Joaquin PIC QUALITY

San Joaquin PIC TARGET

30 FIRMS RESPONDING

OES Code: 553050

DOT Code:

237.367-038
205.367-038
237.367-022
237.367-042
237.367-046
237.367-010

TITLE

RECEPTIONIST
REGISTRAR
INFORMATION CLERK
REFERRAL & INFORMATION AIDE
TELEPHONE - QUOTATION CLERK
APPOINTMENT CLERK



DESCRIPTION

Receptionists and information clerks answer inquiries and obtain information for the general public (customers, visitors and other interested parties) concerning activities conducted at an establishment, location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$ 9.75	\$ 6.96
Experienced/New to Firm:	\$ 6.50 - \$ 9.75	\$ 8.08
3 + Yrs Experience with Firm:	\$ 7.50 - \$10.75	\$10.38

19% of employment in this sample is part time. Part time employees average 23 hours per week.

BENEFITS

ratio of firms responding

Medical Insurance	28/29	
Paid Vacation	28/29	
Paid Sick Leave	26/29	
Life Insurance	18/29	
Dental Insurance	18/29	
Retirement Plans	16/29	
Vision Insurance	10/29	

Many employers offer paid vacation, sick leave, retirement, medical, and life insurance to their part-time employees in this occupation.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,600 – very large
Growth Rate (per yr.):	1.8%, faster than average
Job Growth (92-99):	180
Separations (92-99):	180

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards and little difficulty finding inexperienced applicants.

Newspaper advertisements, private employment agencies, employee referrals, and in-house promotion or transfer are the employers most frequently used recruitment resources.

WHERE THE JOBS ARE

	Percent	SIC
Offices & Clinics of Medical Doctors	21%	8011
Offices & Clinics Dentists	8%	8021
Help Supply Services	5%	7363
Legal Services	5%	8111
General Medical & Surgical Hospital	4%	8062
Local Government	4%	9030

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recently hired employees in this occupation have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Many employers usually require prior work experience in this occupation. Most will accept 6 to 12 months experience as a receptionist. Some employers will accept 6 to 12 months related work experience as a personnel clerk or file clerk. Most employers will also accept training as a substitute for experience.

VERY IMPORTANT SKILLS

Technical:

Telephone answering skills
Alphabetic and numeric filing skills
English grammar, spelling, and punctuation skills
Problem solving skills
Ability to write effectively
Ability to operate a multi-line command phone center

Personal:

Listening skills
Ability to work under pressure
Public contact skills
Ability to work independently
Ability to interact well with others
Customer service skills
Willingness to work with supervision
Basic math skills

Basic:

Ability to follow oral instructions
Oral communication skills
Ability to write legibly
Ability to read and follow instructions

Most firms indicated knowledge of Wordperfect® or MS Word®

OCCUPATIONAL MOBILITY

FROM

TO

Administrative Assistant/Office Manager

Secretary

Receptionist-Information Clerk

File Clerk

This is an entry level position for most employers. Some employers report promoting from occupations such as file clerk or office clerk. Some promote from this occupation to higher ranking occupations such as administrative assistant, office supervisor or administrative assistant. More promotional opportunities exist in larger firms.

Promotional opportunities usually follow those individuals who are willing to assume responsibilities of higher ranking workers. Pay raises usually accompany experience.

EDUCATION:												
Less than H.S.	H.S.	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
VOCATIONAL TRAINING:												
30 days	3	6	9	12	18	24	30	36	42	48		
OCCUPATIONAL TRAINING: Receptionist - Information Clerk												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

General Office

Average time to complete program: 32.5 - 33.5 units
Approximate cost to enroll: \$ 422 - \$ 435*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission from H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553470
Gov. program classification/code: 051400

This particular program focuses on preparing the student to work as a general office clerk. General Office Clerks are responsible for copying and compiling records and reports, posting data in reports, and preparing mail. Skills in office procedures, accounting principles, and job seeking are included in the curriculum.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

M.T.I. Business College, Inc.
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Secretary I/II

Average time to complete program: 7 and 8 months
Approximate cost to enroll: \$ 3,905/\$5,155
Other fees: \$ 655/\$900 books
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED, or Ability to Benefit Test
Open entry/ Open exit: yes
What is received upon completion: Diploma
Target students: Adults
OES Code: 551080

Both levels of the Secretary program are designed for students interested in pursuing the Secretarial field. The program focuses on preparing the student in secretarial office procedures and in word processing procedures.

See also:

Heald Business College, Stockton ... (209) 477-1114.
Worldwide Educational Services, Stockton ... (209) 951-1174.
Computer Tutor, Modesto ... (209) 545-5200.
MTI Western Business College, Sacramento ... (916) 339-1500.

ASSESSMENT CODES

California Occupational Guide #21

Specific Vocational Preparation = 4.1 (12 to 24 mos.)

RML G V N S P Q K F M E C
GED: 3 2 3 APTITUDES: 3 3 4 4 4 3 4 4 4 5 5

INTERESTS: Clerical

GOE Code: 07.04.04

RECEPTIONISTS AND INFORMATION CLERKS TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. Eleventh Street
Tracy, CA. 95376
(209) 831-5095

Applied Office Skills

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Successful completion of Typing I
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 553470

Office skills is a course designed to prepare students for office-related vocations. Students learn techniques in office administration including office procedures, human relations, electronic keyboarding, machine calculation, filing, and records management.

See also:

Escalon High School, Escalon ... (209) 838-7073.
Lincoln High School, Stockton ... (209) 953-8932.
Lodi Career Center, Lodi ... (209) 331-7616.
Lindbergh Educational Center, Manteca ... (209) 825-3100.

ADULT SCHOOL COURSES

Lodi Adult School
542 E. Pine Street
Lodi, CA 95240
(209) 953-8605

Beginning Office Skills

Average time to complete program: 10 weeks
Approximate cost to enroll: \$ 10.00
Other fees: None
Program Requirements: N/A
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Lodi Unified School District adult residents
OES Code: 553210

This program is an introduction to the world of work and the variety of skills required for entry level clerical-related jobs. The student will be introduced to computers, filing, telephone techniques, business English, and career analysis.

See also:

Tracy High School ... (209) 831-5034.
Stockton Adult School ... (209) 953-4256.

REGISTERED NURSES

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, private duty, and surgical nurses. Licensing or registration is required. This does not include Nursing Instructors and Teachers.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$16.25 - \$16.75	\$16.64
Experienced/ New to Firm:	\$17.75 - \$19.25	\$19.14
3+ Yrs. Experience with Firm:	\$19.75 - \$21.00	\$20.90

89% of employees in this sample is unionized and 19% of the employers are unionized. 46% of this sample is part-time and 5% work on-call. Part-time employees average 27 hours per week while full-time employees average 40 hours per week. most employers report more than one shift.

BENEFITS

ratio of firms responding

Medical Insurance	16/16	
Paid Vacation	16/16	
Paid Sick Leave	16/16	
Dental Insurance	15/16	
Life Insurance	13/16	
Retirement Plans	12/16	
Vision Insurance	9/16	

Most employers who hire part-time employees provide them with paid vacation, sick leave, medical, and dental insurance. Many provide vision and life insurance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	3,190— very large
Growth Rate (per yr.):	2.3%, much faster than average
Job Growth (92-99):	440
Separations (92-99):	270

SUPPLY/DEMAND ASSESSMENTS

Most inexperienced applicants find employment with larger firms such as hospitals who report no difficulty finding inexperienced applicants meeting their hiring standards. Employers in smaller establishments such as convalescent hospitals and medical clinics report some difficulty finding qualified inexperienced applicants. Employers report some difficulty finding experienced applicants who meet their hiring standards.

Job turnover accounts for most of the employment opportunities in this occupation. Most recent new hires have been recruited through current employee referrals, newspaper ads, and in-house promotions or transfers.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospitals	71%	8062
Office & Clinics of Medical Doctors	6%	8011
Local Government	5%	9030

DOT Code:

075.264-010
075.167-010
075.374-014
075.374-022
075.374-018

TITLE

NURSE PRACTITIONER
NURSE, SUPERVISOR
NURSE, OFFICE
NURSE, STAFF, OCC. HEALTH
NURSE, PRIVATE DUTY

16 FIRMS RESPONDING

OES Code: 325020

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent new hires have completed an Associate degree in Nursing. However most students usually have completed 1 to 2 semesters of nursing pre-requisites prior to entering the Nursing program.

Licensing is required to work in this occupation which may be acquired through a minimum of two years of community college or completion of a bachelors degree in nursing from an accredited four year college.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require 6 to 12 months of prior work experience in this occupation. A minimum of 3 months experience as a licensed vocational nurse would facilitate job entry. Many employers sometimes accept training as a substitute for experience.

VERY IMPORTANT SKILLS

Technical:

Knowledge of medical terminology
Record keeping skills
Ability to write effectively
Ability to provide personal services to patients
Ability to administer injections
Ability to take vital signs, Understanding of asepsis
Ability to assist with examinations
Ability to apply transferring techniques moving patients
Intensive care treatment skills

Personal:

Ability to work independently
Ability to work under pressure
Ability to interact well with others
Ability to handle crisis situations
Public contact skills
Willingness to work with close supervision

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

OCCUPATIONAL MOBILITY

FROM

TO

Head/Charge Nurse - Supervisor of Nursing

Registered Nurse (RN)

* Certified Nursing Assistant (CNA)/Licensed Vocational Nurse (LVN)

Most employers may promote employees into this occupation from occupations such as a nursing assistant or licensed vocational nurse. Many employers will promote employees to supervisor or director of nursing. Promotions into this occupation or that of a higher level, however, do require additional education and certification.

There are many different positions registered nurses can be promoted to. Larger firms (hospitals) more often have a formal system of promotion for registered nurses than smaller firms (clinics, private practices).

* Most RNs fulfill the requirements to become an RN without first being a CNA or an LVN.

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE**

OTHER TRAINING PROGRAMS: NA

REGIONAL OCCUPATIONAL
CENTER PROGRAMS:NA

ASSESSMENT CODES

REGISTERED NURSES

REINFORCING METAL WORKERS

DOT Code:
801.684-026

TITLE
REINFORCING METAL WORKER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Reinforcing Metal Workers position and secure metal bars in concrete forms to reinforce concrete. They determine number, size, shape, and location of reinforcing rods from blueprints, sketches, or oral instructions.

WAGES/BENEFITS

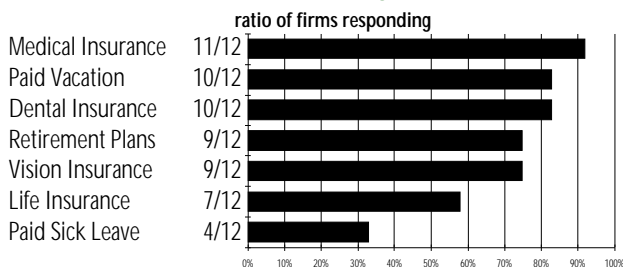
Weighted by Employees in Sample	Range	Median
*Entry Level/No Experience:	\$11.50 - \$14.00	\$12.50
Experienced/New to Firm:	\$ 7.00 - \$24.00	\$23.00
3 + Yrs Experience with Firm:	\$13.75 - \$26.00	\$23.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$14.00	\$12.02
Experienced/New to Firm:	\$ 6.25 - \$24.00	\$15.09
3 + Yrs Experience with Firm:	\$10.00 - \$26.00	\$22.64

The above ranges are combined union and nonunion wage scales. 8 of the 12 employers in this sample are unionized and unions represent 83% of employment. 12% of employment in this sample is part-time and 9% is seasonal or on-call. Part-time employees average 25 hours per week.

*Note: 4 of the 12 firms in this sample do not hire staff at Entry Level/No Experience. The smaller sample size at this level explains the discrepancy with the low end of the range at the next experience level. Non-unionized employers pay toward the low end of the above ranges.

BENEFITS



In most cases (7 of 12) the employer pays the full cost of benefits.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	80 – small
Growth Rate (per yr.):	2.0%, faster than average
Job Growth (92-99):	10
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty hiring either experienced or inexperienced applicants who meet their hiring standards.

67% of employers report hiring through union hall referrals and 25% report also using employee referrals, newspaper advertisements, and hiring unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
Structural Steel Erection	71%	1791
Highway & Street Construction	15%	1611
Special Trade Contractors	7%	1799



12 FIRMS RESPONDING

OES Code: 873140

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent, and most employers report recent hires have completed a formal apprenticeship program or other vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 4 months or more of experience as a reinforcing metal worker or structural metal worker but will sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to perform strenuous, physically demanding work
Ability to work outdoors in all weather conditions
Manual dexterity, Possession of agility and coordination
Ability to lift at least 100 lbs. repeatedly

Technical:

Ability to implement safe work practices
Ability to read blueprints
Shop math skills

Personal:

Ability to work independently
Ability to interact well with others
Ability to work under pressure

Basic:

Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Physical:

Ability to climb to high places

Personal:

Possession of mechanical aptitude
Willingness to work with close supervision

Basic:

Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Foreman/Supervisor

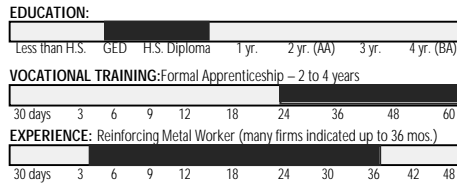
Reinforcing Metal Worker/Journey Iron Worker

Apprentice Iron Worker

Career opportunities for this occupation are best by entry learning the trade through a apprenticeship, usually consisting of 3 years of on the job training in combination with classroom instruction.

Non-union employers sometimes promote into this occupation from positions as laborer, and promote from this occupation to positions as foreman.

Reinforcing metal workers also have titles such as structural steel erector, rodmen, and field iron workers.



REINFORCING METAL WORKERS

TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

OTHER TRAINING PROGRAMS

California Human Development Corp. Center for Employment Training
2895 Teepee Drive
Stockton, CA. 95205
(209) 943-7671

Welding

Average time to complete program: 660 clock hours*
Approximate cost to enroll: \$ 4,884
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Adults
OES Code: 939140

This program provides the trainee with the basic knowledge and skills to qualify for entry-level welding machine operator, arc welder, combination welder, welder apprentice, metal products assembler, iron worker, and metal worker. The trainee acquires a wide range of skills in demand by manufacturers, such as workplace safety, various welding techniques, blue print reading, and machine operation.

**Clock hours and cost to complete the program varies: students enrolled in remediation and/or VESL equals 910 clock hours and cost is \$6,600.00.*

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #115

Specific Vocational Preparation: 6 (1 year, up to 2 yrs.)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	3	1	1												
APTITUDES:					3	4	4	3	4	5	4	3	4	5	

INTERESTS: Mechanical

GOE Code: 05.05.06

SALES AGENTS & PLACERS – INSURANCE

DOT Code:
239.267-010
250.257-026

TITLE
PLACER
SALES AGENT, INSURANCE

DESCRIPTION

Sales Agents and Placers sell or advise clients on life insurance, endowments, fire, accident, and other types of insurance. They may refer clients to independent brokers, or work as an independent broker, or be employed by an insurance company.

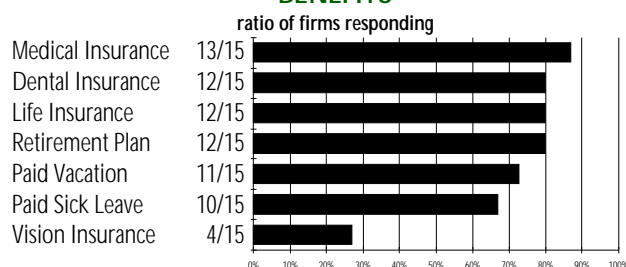
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.75 - \$10.75	\$ 7.50
Experienced/New to Firm:	\$ 8.00 - \$12.50	\$11.53
3 + Yrs Experience with Firm:	\$12.00 - \$28.75	\$15.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.75 - \$10.75	\$ 7.35
xperienced/New to Firm:	\$ 7.00 - \$24.00	\$11.77
3 + Yrs Experience with Firm:	\$ 9.75 - \$28.75	\$18.46

Most employers (8 of 15) do not hire at Entry Level/No Experience. Most employers pay a wage only, but many pay commission only or a combination of wages and commissions. For those firms which pay a combination of wages and commissions an additional \$2.00-\$5.00 may be added to the base wages above. Commission only employees tend to receive pay equivalent to the high end of the wage ranges listed above.

BENEFITS



Employer and employees share the cost of benefits in 8 of the firms sampled. Employers pay the full cost in 4 firms.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	610 – large
Growth Rate (per yr.):	0.7%, slower than average
Job Growth (92-99):	30
Separations (92-99):	80

SUPPLY/DEMAND ASSESSMENTS

Most employers have some difficulty in finding experienced qualified applicants who meet their hiring standards, but little difficulty in finding inexperienced applicants who meet their hiring standards. Both turnover and growth account for most job opportunities in this occupation.

47% of employers recruit through newspaper advertisements and current employee referrals, 33% use in house promotions, and 27% use community organizations.

WHERE THE JOBS ARE

	Percent	SIC
Life Insurance	39%	6311
Insurance Agents & Brokers	29%	6411
Savings Institutions, except Federal	20%	6036
Fire, Marine, and Casualty Insurance	11%	6331

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

OES Code: 430020

15 FIRMS RESPONDING

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most firms report that their recent hires have an AA degree or above, but many also report that their recent hires have a high school diploma or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Most employers report requiring 12-36 months of prior experience as a sales agent or placer. This experience is preferred in the insurance area, but many will also accept experience in other selected business services. Many employers will usually substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Verbal presentation skills
Ability to apply sales techniques
Bondable
Possession of an insurance agent's license
Business math skills
Ability to write effectively
Record keeping skills

Personal:

Ability to work independently
Customer service skills
Possession of a reliable vehicle

Basic:

Oral communication skills
Ability to read and follow oral instructions
Ability to follow oral instructions
Ability to write legibly
Basic math skills

MODERATELY IMPORTANT SKILLS

Technical:

Report writing skills, Insurance sales skills
Ability to interpret policy coverage
Telephone sales skills
Ability to assess life insurance policies
Understanding of casualty insurance
Possession of an insurance broker's license
Financial planning skills

Personal:

Willingness to work with close supervision
Willingness to travel

OCCUPATIONAL MOBILITY

FROM

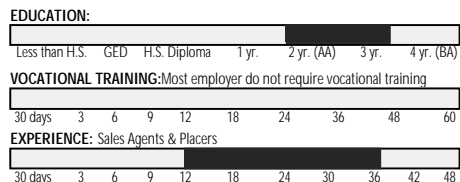
TO

Sales Agent & Placer - Insurance

Sales Manager

Customer Service Representative

Many employers promote to this position from other positions such as customer service representative. Most employers promote from this occupation to sales manager and other levels of management.



SALES AGENTS & PLACERS – INSURANCE

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Merchandising

Average time to complete program: 31 - 32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission from H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490112
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.
*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide # 455

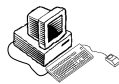
Specific Vocational Preparation: 6 (1 to 2 years)

	R M L		G V N S P Q K F M E C
GED:	4 3 4	APTITUDES:	2 2 2 5 5 2 4 4 4 5 5

INDUSTRY: Insurance

GOE Code: 08.02.01 – Intangible Sales

SALES AGENTS, SELECTED BUSINESS SERVICES



15 FIRMS RESPONDING OES Code: 430170

DESCRIPTION

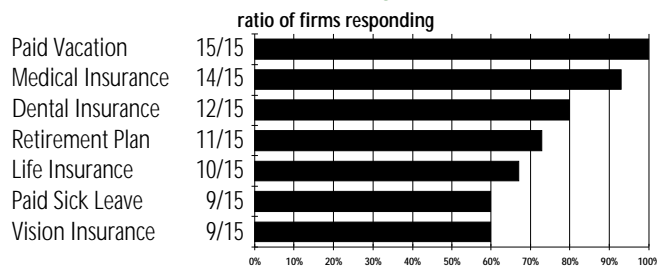
Selected Business Services Sales Agents sell selected services such as building maintenance, credit reporting, bookkeeping, security, printing, and storage space. Please do not include sales agents who primarily sell advertising, insurance, financial, and real estate services.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$16.25	\$ 7.50
Experienced/New to Firm:	\$ 8.00 - \$18.50	\$12.50
3 + Yrs Experience with Firm:	\$10.00 - \$22.25	\$20.00
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.75 - \$16.25	\$ 7.50
Experienced/New to Firm:	\$ 7.25 - \$19.00	\$12.50
3 + Yrs Experience with Firm:	\$ 9.50 - \$23.50	\$14.42

Employer compensation policies vary widely for this occupation. Many employers include commissions only and estimate equivalent hourly earnings at the medians shown above.

BENEFITS



Employer and employees share the cost of benefits in 8 of the firms sampled. Employers pay the full cost in 4 firms.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	540 - large
Growth Rate (per yr.):	2.9%, much faster than average
Job Growth (92-99):	90
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Employers indicate that it is difficult to find qualified experienced and inexperienced applicants who meet their hiring standards. Many employers indicated growth in this occupation during the last year and most predict growth in this occupation over the next three years.

WHERE THE JOBS ARE

	Percent	SIC
Gas and Other Services Combined	29%	4932
Telephone Communications, Except RadioTelephone	28%	4813
Trucking, Except Local	10%	4213

DOT Code:

253.157-010
251.357-010
253.357-010
259.257-022



TITLE

COMMUNICATIONS CONSULTANT
SALES AGENT, BUSINESS SERVICES
SALES REPRESENTATIVES, PUBLIC UTILITIES
SALES REPRESENTATIVES, SECURITY SYSTEMS

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent hires in this occupation have completed some college. Some employers report that the employees in this occupation have an AA or BA degree.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 12-36 months of experience in sales or allied occupations involving customer contact or industry knowledge. Many employers require that applicants for this position have skills in word processing, spreadsheets and database management.

VERY IMPORTANT SKILLS

Technical:

Verbal presentation skills
Possession of a good DMV driving record
Ability to analyze and solve problems
Public contact skills
Professional telephone sales techniques
Ability to use a computerized information system
Skills in developing customer base, Knowledge of sales techniques
Possession of product knowledge, Possession of a valid drivers license
Ability to prepare and arrange sales contracts
Record keeping skills, Cost estimating skills
Ability to use personal computers
Ability to pay attention to detail

Personal:

Ability to work independently
Customer service skills
Regular use of own reliable vehicle
Ability to work under pressure
Willingness to work long hours
Creativity in developing sales ideas

Basic:

Ability to read and follow instructions
Ability to write legibly

Many employers report that employees in this occupation need to compute interest, discounts, use basic statistics, prepare business letters and summary reports.

OCCUPATIONAL MOBILITY

FROM

TO

Branch Manager
Sales Manager
Sales Agents-Selected Business Services
Customer Service Representative (Foreman)

Many employers report promoting into this occupation from such positions as customer service representative, foreman, or other positions providing industry or product knowledge. Most employers report promoting from this occupation to such positions as branch manager or sales manager. Most employers use in-house promotions, employee referrals and newspaper ads when recruiting for this position. Most employers require drug testing and a DMV checks as part of the application process. Many employers also require medical physicals, police record checks, and reading, math and aptitude assessment testing.

SALES AGENTS, SELECTED BUSINESS SERVICES TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES:NA

Merchandising

Average time to complete program: 31-32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490110
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.

*Program cost is calculated at \$13 per unit for CA residents.

SALES REPRESENTATIVES

(EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL SALES)

DESCRIPTION

Sales Representatives, except scientific and related products, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

WAGES/BENEFITS

Weighted By Employees in Sample Commission
Range Median Range (week) Median (week)

Entry Level/No Experience:

\$ 6.50 - \$11.50 \$ 8.26 \$ 46.00 - \$ 213.25 \$ 128.00

*Experienced/ New to Firm:

\$ 7.50 - \$14.25 \$11.00 \$105.25 - \$ 900.00 \$ 404.00

3+ Yrs. Experience with Firm:

\$ 7.50 - \$23.00 \$10.50 \$145.50 - \$ 900.00 \$ 650.00

Weighted By Employer Sample Commission
Range Median Range (week) Median (week)

Entry Level/No Experience:

\$ 4.25 - \$11.50 \$ 7.88 \$ 46.00 - \$ 230.75 \$ 128.00

Experienced/ New to Firm:

\$ 5.75 - \$17.25 \$11.00 \$ 46.00 - \$ 900.00 \$ 266.75

3+ Yrs. Experience with Firm:

\$ 5.50 - \$24.75 \$10.60 \$ 50.75 - \$1,060.00 \$ 357.50

Employer commission policies vary widely. Most firms report that commissions can fluctuate greatly and that they increase as the employee gains experience. Some firms pay commission only or commission only after a probationary period.

Many employers combine an hourly base wage with commissions. The following is a summary of commission and hourly/weekly, or monthly wage policies:

Commission:

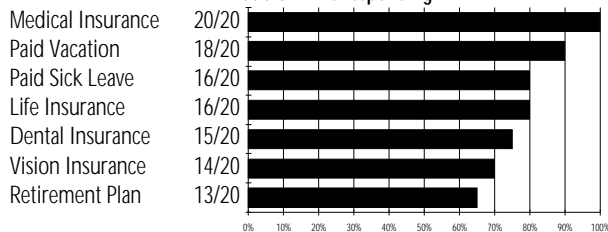
5 of the 20 employers pay with commissions at "Entry Level/No Experience", 9/20 at "Experienced/ New to Firm, and 12/20 at "3+ Yrs. Experience with Firm".

Hourly/Weekly, or Monthly Wage:

12 of the 20 employers pay at "Entry Level/No Experience", 19/20 for "Experienced/ New to Firm, and 17/20 for "3+ Yrs. Experience with Firm".

BENEFITS

ratio of firms responding



Both employer and employee share the cost of benefits in 14 of the 20 firms sampled, the employer pays the full cost in the balance of the firms, although few employers hire part-time, no part-time employment existed in this sample.

OCCUPATIONAL MOBILITY

FROM

TO

Sales Manager/Supervisor

Sales Representative

Customer Service Representative/Retail Salesperson

60% of employers indicate hiring through newspaper advertisements and in-house promotions. 45% use employee referrals, and 20% use unsolicited walk-ins.



DOT Code: TITLE

260.357-014 SALES REP., FOOD PRODUCTS

260.357-010 COMMISSION AGENT, AG. PRODUCE

277.357-022 SALES REP., PUBLICATIONS

279.157-010 MANUFACTURERS REPRESENTATIVE

279.357-014 SALES REP., GENERAL MERCHANDISE

279.357-026 SALES REP., PAPER & PAPER PRODUCTS

OES Code: 490080

20 FIRMS RESPONDING

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that employees have completed high school or the equivalent. However, many report that their employees have a AA or BA degree.

EXPERIENCE & OTHER REQUIREMENTS

Most employers prefer to hire applicants who have an average of 2 years of experience as a sales representative. Some employers will substitute experience in retail sales or in different sales occupations related to the product they are to selling. Training is sometimes substituted by many employers.

VERY IMPORTANT SKILLS

Technical:

Verbal presentation skills

Ability to apply sales techniques

Possession of a valid driver's license

Ability to demonstrate knowledge of specific products

Business math skills, Problem solving skills

Ability to write effectively, Record keeping skills

Telephone sales skills, Report writing skills

Ability to prepare and arrange sales contracts

Personal:

Customer service skills, Public contact skills

Ability to work independently, Good grooming skills

Possession of a good DMV driving record

Possession of a reliable vehicle, Ability to work under pressure

Willingness to travel

Basic:

Oral communication skills, Ability to read and follow instructions

Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Cash handling skills

Understanding of inventory techniques

Knowledge of microcomputer hardware and operating systems

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999: 1,600 – very large

Growth Rate (per yr.): 0.3%, slower than average

Job Growth (92-99): 30

Separations (92-99): 230

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty in finding experienced applicants who meet their hiring standards. Some report a little difficulty in finding inexperienced applicants who meet their hiring standards. Most job opportunities in this occupation are the result of turnover, but some are the result of growth in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Groceries, General Line	8%	5141
Groceries & Related Products, NEC	5%	5149
Beer & Ale	3%	5181
Wine & Distilled Beverages	3%	5182
Misc. General Merchandise Stores	2%	5399
Lumber, Plywood, & Millwork	2%	5031
Lumber & Other Building Materials	2%	5211

The Sales Representative function is essential to most commercial business organizations. Thus sales representatives can be found in a wide variety of organizations with sales.

EDUCATION:

Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)

VOCATIONAL TRAINING: Most employer do not require vocational training

30 days 3 6 9 12 18 24 36 48 60

EXPERIENCE: Sales Representatives – non-scientific

30 days 3 6 9 12 18 24 30 36 42 48

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Merchandising

Average time to complete program: 31 - 32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission of H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490112
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.
*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS: NA

SALES REPRESENTATIVES

(EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND
SERVICES AND RETAIL SALES)

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Mantecal
311 E. North Street
Manteca, CA. 95207
(209) 825-3100

General Merchandising

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 490110

General Merchandising course is designed for those students interested in obtaining employable skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" instruction.

See also:

Woodruff Regional Occupational Center, Stockton

... (209) 953-4606

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide # 542

Specific Vocational Preparation: 6.0 (1 to 2 years)

GED: R M L G V N S P Q K F M E C
4 3 4 3 3 3 3 3 4 4 4 5 4

INTERESTS: Sales

GOE Code: 08.02.01

SALESPERSONS - PARTS

San Joaquin PIC DEMAND San Joaquin PIC QUALITY San Joaquin PIC TARGET



DOT Code:
279.357-062
277.357-050

TITLE
SALESPERSON, PARTS
SALESPERSON PHOTO. SUPPORT

DESCRIPTION

Parts Salespersons sell spare and replaceable parts and equipment from behind the counter of an agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. This does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment and other items from stockroom and report them to stock clerks-stock room, warehouse, or storage yard.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 6.50	\$ 5.50
Experienced/New to Firm:	\$ 6.00 - \$11.00	\$ 7.50
3 + Yrs Experience with Firm:	\$ 7.50 - \$13.75	\$10.75

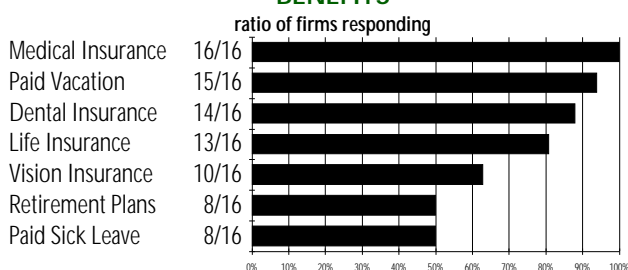
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 8.50	\$ 5.50
xperienced/New to Firm:	\$ 5.50 - \$12.00	\$ 7.43
3 + Yrs Experience with Firm:	\$ 7.00 - \$17.25	\$ 9.75

Median wages for wages weighted by the employer sample are lower when compared to wages when this occupation was studied in 1990 (-\$2.30, - 66¢, and -\$1.81, respectively, for the three wage-experience categories).

Some employers pay on a base wage plus commission basis. This may increase the equivalent wage rate by \$.50 to \$1.50 per hour.

5 of the 16 firms in this sample do not hire at Entry Level/No Experience. 19% of of employment for this sample is part-time and part-time employees average 25 hours per week.

BENEFITS



Both employer and employee share the cost of benefits in 13 of the 16 firms sampled, the employer pays the full cost in the balance of the firms.

OCCUPATIONAL MOBILITY

FROM

TO

Assistant Store Manager/Store Manager

Salesperson-Parts

Delivery Person, Shipping, Receiving, or Stock Clerk

Parts salespersons are also known as Counter Persons, Customer Service Representatives, and Servicemen.

63% hire unsolicited walk-ins the same percent of employers indicate hiring through newspaper advertisements. 44% use employee referrals and in-house promotions, and 19% use private employment agencies, and public schools and training programs

16 FIRMS RESPONDING

OES Code: 490140

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Some report recent hires have completed 3 to 24 months vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 to 24 months prior experience in parts sales but many will substitute 6 to 24 months experience in a related occupation in retail sales or a similar occupation. Employers will usually substitute training for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand continuously for two or more hours

Ability to lift at least 50 lbs. repeatedly

Technical:

Ability to demonstrate knowledge of specific products

Ability to apply sales techniques

Telephone answering skills

Problem solving skills, Cash handling skills

Personal:

Customer service skills, Good grooming skills

Public contact skills, Ability to work under pressure

Willingness to work with close supervision

Basic:

Ability to follow oral instructions

Ability to read and follow instructions

Oral communication skills

Ability to write legibly, Basic math skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to operate a cash register

Personal:

Ability to work independently

Possession of mechanical aptitude

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	600 – large
Growth Rate (per yr.):	2.2%, faster than average
Job Growth (92-99):	80
Separations (92-99):	120

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, but no difficulty finding inexperienced applicants. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
New & Used Car Dealers	26%	5511
Auto & Home Supply Stores	28%	5531
Farm & Garden Machinery	8%	5083
Automobiles & other Motor Vehicles	7%	5012
Motor Vehicle Supplies and New Parts	6%	5085

EDUCATION:									
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)</div>									
VOCATIONAL TRAINING: Some employers report vocational training									
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>30 days 3 6 9 12 18 24 36 48 60</div>									
EXPERIENCE: Salesperson – Parts or Retail Sales									
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>30 days 3 6 9 12 18 24 30 36 42 48</div>									

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Merchandising

Average time to complete program: 31 - 32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission of H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490112
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS:NA

SALESPERSONS - PARTS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Mantecal
311 E. North Street
Manteca, CA. 95207
(209) 825-3100

General Merchandising

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 490110

General Merchandising course is designed for those students interested in obtaining employable skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" instruction.

See also:

Woodruff Regional Occupational Center, Stockton ... (209) 953-4606

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide # 237

Specific Vocational Preparation: 5.5 (Over 6 months to 1 year)

	R	M	L				G	V	N	S	P	Q	K	F	M	E	C
GED:	4	3	4				3	3	3	3	3	4	3	3	5	4	
INTERESTS:	Sales																
GOE Code:	08.02.03																

SALESPERSONS - RETAIL

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

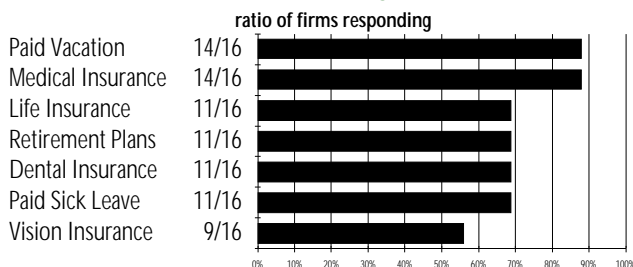
Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as cashiers.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.50 - \$ 5.50	\$ 4.65
Experienced/New to Firm:	\$ 4.75 - \$ 6.50	\$ 4.65
3 + Yrs Experience with Firm:	\$ 6.00 - \$ 9.00	\$ 8.10
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 6.50	\$ 4.70
Experienced/New to Firm:	\$ 4.25 - \$ 7.00	\$ 5.25
3 + Yrs Experience with Firm:	\$ 5.00 - \$14.00	\$ 6.50

Median wages for wages weighted by the employer sample have risen marginally when compared to wages when this occupation was studied in 1990 (12¢, 43¢, and 19¢, respectively, for the three wage-experience categories). 36% of employment in this sample is part-time and part-time employees average 24 hours per week. Full-time employees average 39 hours per week. 29% of employment in this sample is temporary or seasonal.

BENEFITS



Both employer and employee share the cost of benefits for full-time employees in 10 of 15 (67%) firms in this sample. Benefits costs are also shared in 8 of the 12 firms that offer benefits to part-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	6,240 - very large
Growth Rate (per yr.):	1.7%, faster than average
Job Growth (92-99):	640
Separations (92-99):	1,460

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding either experienced or inexperienced applicants who meet their hiring standards. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Department Stores	23%	5311
Misc. General Merchandise Stores	9%	5399
Grocery Stores	8%	5411
Womens Clothing Stores	4%	5621
Drug Store & Proprietary Stores	4%	5912

DOT Code:

279.357-054
290.477-014
299.677-010
299.467-010
290.477-018
261.357-066

TITLE

SALESPERSON, GENERAL MERCH.
SALES CLERK
SALES ATTENDANT
LAYAWAY CLERK
SALES CLERK, FOOD
SALESPERSON, WOMEN'S APPAREL

16 FIRMS RESPONDING

OES Code: 490112

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Some report that recent applicants have completed vocational training of less than 12 months. However, most do not require vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Some employers require 3 months or more prior experience in retail sales, but will substitute training for experience or experience in related clerical occupations such as cashier or courtesy clerk.

VERY IMPORTANT SKILLS

Technical:

Ability to make change
Ability to operate a cash register

Physical:

Ability to stand continuously for 2 or more hours

Personal:

Public contact skills
Customer service skills
Ability to work under pressure
Willingness to work with close supervision
Good grooming skills
Ability to work independently

Basic:

Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Technical:

Telephone answering skills
Ability to demonstrate knowledge of specific products
Ability to apply sales techniques
Problem solving skills
Ability to write effectively
Understanding of inventory techniques

Basic:

Ability to write legibly
Basic math skills

OCCUPATIONAL MOBILITY

FROM

TO

Assistant Manager/Supervisor

Retail Sales Person

Stock Clerk, Cashier

75% of employers indicate that they hire unsolicited walk-ins, 50% recruit through in-house promotion, 44% use employee referrals, 25% use newspaper advertisements.

Many employers promote into this occupation from positions such as stock clerk or courtesy clerk, and report promoting into higher ranking positions such as supervisor or assistant manager.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: *Most employers do not require voc. ed.*

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Salesperson – Retail

30 days	3	6	9	12	18	24	30	36	42	48
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SALESPERSONS - RETAIL

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Fashion Merchandising

Average time to complete program: 32 units
Approximate cost to enroll: \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission from H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 340440
Gov. program classification/code: TOP/130310

This program prepares the student with the skills necessary for a career in fashion merchandising such as advertising, promotions, store, layouts, buying, visual display, product knowledge, fashion history and wardrobe planning. Techniques in sketching, patternmaking, draping, grading, garment construction, textiles and trimmings are also taught.

*Program cost is calculated at \$13 per unit for CA residents.

Please see Delta's Merchandising program for further information.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Mantecal
311 E. North Street
Manteca, CA. 95207
(209) 825-3100

General Merchandising

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 490110

General Merchandising course is designed for those students interested in obtaining employable skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" instruction.

See also:

Woodruff Regional Occupational Center, Stockton ... (209) 953-4606

OTHER TRAINING PROGRAMS

Goodwill Industries of San Joaquin Valley
129 S. Grant St.
Stockton, CA. 95202
(209) 466-2311

Retail Occupations

Average time to complete program: 12 weeks
Approximate cost to enroll: Service fees vary; will accept referrals from community agencies
Other fees: None
Program requirements: Successful completion
Prerequisites: Possess aptitudes to learn skills of trade, ability to read, write and speak English at 6th grade level, stand for long periods, and ability to lift 50 lbs.
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Adults with employment barriers
OES Code: 490230

Students enrolled in this program are trained for employment in such occupations as a sales clerk, retail salesperson, parts salesperson, merchandise display worker, warehouse and sales floor stock clerk, cashier, and cashier-checkers. The retailing program instructs students in the skills needed to work successfully at entry-level. This is achieved through classroom instruction as well as "on-the-job" training. Scholarships are available for students who qualify.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide # 237

Specific Vocational Preparation: 5.5 (Over 6 months to 1 year)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	3	4		3	3	3	3	3	4	3	5	4		

INTERESTS: Sales

GOE Code: 08.02.03

SECRETARIES, GENERAL

DOT Code:
201.362-030
201.162-010
201.362-018
201.362-022

TITLE
SECRETARY
SOCIAL SECRETARY
MEMBERSHIP SECRETARY
SCHOOL SECRETARY

San Joaquin PIC DEMAND San Joaquin PIC QUALITY San Joaquin PIC TARGET



30 FIRMS RESPONDING

OES Code: 551080

DESCRIPTION

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

WAGES/BENEFITS

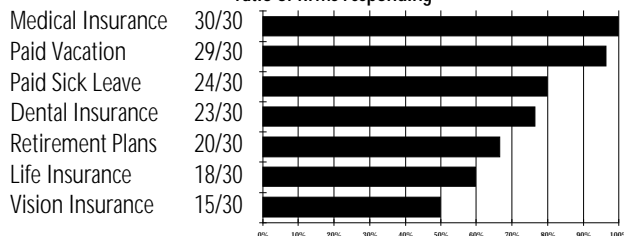
	Range	Median
Entry Level/ No Experience:	\$ 5.75 - \$10.50	\$ 6.36
Experienced/New to Firm:	\$ 5.00 - \$11.50	\$ 7.91
3+ Yrs Experience with Firm:	\$ 7.50 - \$13.75	\$ 9.25

27% of the employers sampled hire part-time employees. Part-time employees work an average of 24 hours per week.

Wages for secretaries may vary widely depending on the mix of responsibilities which must be assumed, and the size of the employer. Larger employers generally pay near or above the medians shown above.

BENEFITS

ratio of firms responding



Many employers provide part-time employees with paid vacation, sick leave, medical insurance, retirement plans and dental insurance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	2,740 – very large
Growth Rate (per yr.):	0.4%, slower than average
Job Growth (92-99):	70
Separations (92-99):	420

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty hiring experienced applicants who meet their hiring standards but little difficulty hiring inexperienced applicants. Turnover generates many employment opportunities for applicants in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	14%	8211
Local Government	4%	9030
Help Supply Services	4%	7363
Business Associations	3%	8611
State Commercial Banks	2%	6022

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school. Some have completed three to eleven months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require 6 months or more of prior work experience in this occupation. Some employers accept training as a substitute for experience.

VERY IMPORTANT SKILLS

Technical:

English grammar, spelling, and punctuation skills
Ability to proofread, Filing skills (alpha and numeric)
Record keeping skills, Ability to use a computer terminal
Ability to maintain an appointment calendar
Ability to prepare business correspondence
Ability to type at least 60 wpm
Ability to use personal computers

Personal:

Telephone answering skills, Public contact skills
Ability to interact well with others
Ability to perform basic mathematical computations
Ability to work under pressure, Ability to work independently
Willingness to work with close supervision

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly, Ability to write effectively

MODERATELY IMPORTANT SKILLS

Technical:

Knowledge of word processing software
Ability to take dictation at 100 wpm or more
Knowledge of shorthand
Knowledge of billing procedures
Ability to use a transcribing machine
Knowledge of spreadsheet software

OCCUPATIONAL MOBILITY

FROM

TO

Executive Secretary/Administrative Assistant

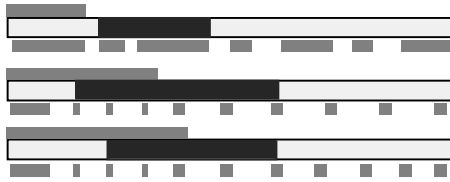
Secretary

Clerk Typist, General Office Clerk

Receptionist

Most employers promote employees into this occupation from other clerical positions such as receptionist, data entry clerk, and general office clerk. Many promote employees from this occupation to such occupations as administrative secretary, senior secretary and executive secretary.

Most employers recruit through newspaper advertisements and many through in-house promotion/transfer.



SECRETARIES, GENERAL

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Administrative Assistant

Average time to complete program: 34.5 - 36.5 units
Approximate cost to complete: \$ 449 - \$475*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553380
Gov. program classification/code: TOP/051400
DOT Code: 169.167-010

The secretary/administrative assistant performs general office work, assisting company officials with executive and clerical duties; transcribes materials, interviews office callers, answers and makes phone calls, handles personal and business mail, writes routine correspondence on own initiative, and may supervise other clerical workers. Computerized word processing equipment is often used.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS

M. T.I. Business College, Inc.
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Secretary I/II

Average time to complete program: 7 and 8 months
Approximate cost to enroll: \$3,905/\$5,155
Other fees: \$855/\$900 books
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED or Ability to Benefit Test
Open entry/ Open exit: yes
What is received upon completion: Diploma
Target students: Adults
OES Code: 551080

Both levels of the Secretary program are designed for students interested in pursuing the Secretarial field. The program focuses on preparing the student in secretarial office procedures and in word processing procedures.

See also:

Humphreys College ... (209) 478-0800.
Heald Business College ... (209) 477-1114.
Worldwide Educational Services ... (209) 951-1174.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. Eleventh Street
Tracy, CA. 95376
(209) 831-5095

Applied Office Skills

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Successful completion of Typing I
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 553470

Office skills is a course designed to prepare students for office-related vocations. Students learn techniques in office administration including office procedures, human relations, electronic keyboarding, machine calculation, filing, and records management.

See also:

Escalon High School, Escalon ... (209) 838-7073.
Lincoln High School, Stockton ... (209) 953-8932.
Lodi Career Center, Lodi ... (209) 331-7616.
Lindbergh Educational Center, Manteca ... (209) 825-3100.

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh Street
Tracy, CA. 95376
(209) 831-5034

Secretary

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 551080

This class instructs students in the basic principles of typing techniques, letter styles, and report writing. Agendas, itineraries, invoices, billings, and government typing is also included. Students who successfully complete this course can work as entry-level Secretaries or Typists.

See also:

Stockton Adult School, Stockton ... (209) 953-4256.

ASSESSMENT CODES

California Occupational Guide #128

Specific Vocational Preparation = 5.4 (6 to 12 months)

RML	G V N S P Q K F M E C
GED: 3 2 3	APTITUDES: 3 3 4 4 4 3 4 4 4 5 3

INTERESTS: Clerical

GOE Code: 07.01.03

SEWING MACHINE OPERATORS NON-GARMENT

DOT Code:
780.682-018
780.682-014
787.682-082
787.682-018

TITLE
UPHOLSTERY SEWER
SLIP COVER SEWER
TUCKING MACHINE OPERATOR
DRAPERY OPERATOR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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14 FIRMS RESPONDING

OES Code: 927210

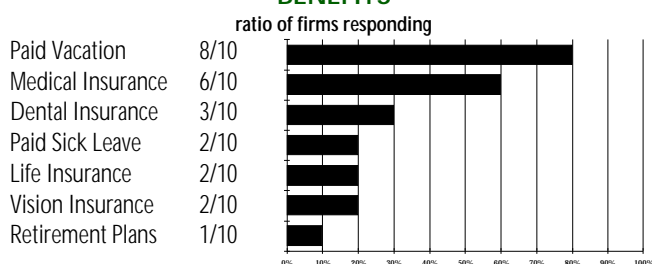
DESCRIPTION

Sewing Machine Operators (nongarment) operate or tend sewing machines to join together, reinforce, decorate, or perform related sewing operations in the manufacture of nongarment products, such as upholstery, draperies, linens, carpets, and mattresses.

WAGES/BENEFITS

	<i>Range</i>	<i>Median</i>
Entry Level/No Experience:	\$ 4.25 - \$ 5.00	\$ 4.38
Experienced/ New to Firm:	\$ 4.75 - \$ 7.50	\$ 6.00
3+ Yrs. Experience with Firm:	\$ 5.50 - \$10.00	\$ 7.25

BENEFITS



Out of the 14 firms that responded to the survey only 10 firms responded to the benefits question.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	170 – small
Growth Rate (per yr.):	-0.8%/year, decline
Job Growth (92-99):	-10
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty hiring experienced applicants who meet their hiring standards, but little difficulty hiring qualified inexperienced applicants.

WHERE THE JOBS ARE

	Percent	SIC
Curtains and Draperies	29%	2391
Upholstered Household Furniture	25%	2512
Draperies and Upholstery Stores	8%	5714
Fabricated Rubber Products, NEC	8%	3069
Plastics Foam Products	5%	3086

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school or the equivalent. Most recent hires did not have vocational training.

EXPERIENCE & OTHER REQUIREMENTS

This is an entry level occupation for most applicants. Most employers require 3 months or more prior experience, although some do not.

Employers in smaller firms report that sewing machine operators may have to perform more generalized tasks in addition to their machine operating responsibilities.

VERY IMPORTANT SKILLS

Physical:

Good eye-hand coordination
Ability to sit for prolonged periods

Technical:

Ability to do routine, repetitive work
Ability to use industrial sewing machines
Ability to use precision measuring instruments

Personal:

Ability to interact well with others
Willingness to work with close supervision

Basic:

Ability to read and follow instructions
Oral communication skills

MODERATELY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods

Technical:

Good color perception, Process upholstery skills
Ability to use single-needle sewing machines
Ability to use double-needle sewing machines
Ability to read working drawings
Ability to use overlock sewing machines
Ability to use blind stitch sewing machines
Ability to use and read a tape measure
Ability to use hand tools
Possess product knowledge
Ability to do maintenance and minor repairs
Technical expertise in the area of production

Basic:

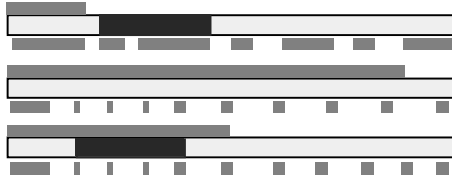
Ability to write legibly, Ability to work independently

Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

In most firms, this is an entry level occupation. Many employers recruit through newspaper advertisements and some report using EDD listings. Many report hiring unsolicited walk-ins.



SEWING MACHINE OPERATORS NON-GARMENT TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE:NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide # 146

Specific Vocational Preparation = 4 (3 to 6 months)

GED: R M L G V N S P Q K F M E C
 1 1 2 4 4 4 4 3 5 3 3 3 4 4

INTERESTS: Industrial

GOE Code: 06.02.05

SHEET METAL WORKERS

DOT Code:
804.281-010
804.281-014

TITLE
SHEET METAL WORKER
SHEET METAL WORKER APPRENTICE

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 891320

DESCRIPTION

Sheet metal workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

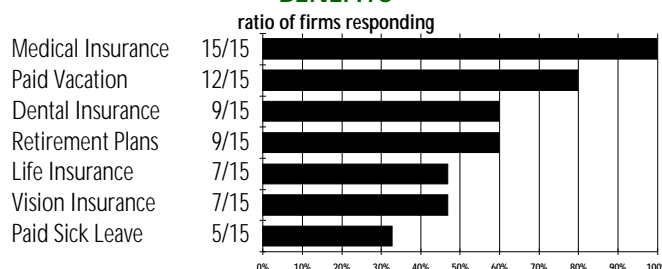
WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$ 9.25	\$ 6.60
Experienced/New to Firm:	\$ 6.50 - \$21.00	\$ 9.00
3 + Yrs Experience with Firm:	\$10.00 - \$21.75	\$14.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 5.50 - \$11.00	\$ 7.30
Experienced/New to Firm:	\$ 6.50 - \$21.50	\$ 9.11
3 + Yrs Experience with Firm:	\$ 8.00 - \$23.00	\$16.90

Most employers in the study are unionized and average slightly higher wages than the non-union employers.

BENEFITS



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	240 – small
Growth Rate (per yr.):	1.3%, slower than average
Job Growth (92-99):	20
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers find it somewhat difficult to find qualified experienced and inexperienced applicants who meet their hiring standards. Most employers indicated that they experienced growth in this occupation during the last year and that they predict continued growth over the next three years.

WHERE THE JOBS ARE

	Percent	SIC
Sheet Metal Work	21%	3444
Plumbing, Heating, Air-Conditioning	21%	1711
Signs and Advertising Specialties	12%	3993
Roofing, Siding & Sheet Metal Workers	12%	1761
Industrial Supplies	5%	5085

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employers report that their employees in this occupation have a high school diploma or its equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require that applicants have approximately 6 months of experience as a sheet metal worker.

VERY IMPORTANT SKILLS

Technical:

Knowledge of safe equipment operating practices
Possess agility and coordination
Possess mechanical aptitude
Ability to use power hand tools
Knowledge of types and gauges of metals
Possess spatial aptitude
Ability to use hand tools
Ability to analyze and solve problems

Physical:

Ability to stand for prolonged periods
Ability to lift at least 50 lbs.
Manual dexterity
Good eye-hand coordination

Personal:

Ability to work independently
Willingness to work with close supervision
Ability to work under pressure
Provide own hand tools

Basic:

Ability to read and follow instructions
Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Foreman
Sheet Metal Worker
Laborer/Duct Cleaner

Many employers report promoting to this occupation from various positions including duct cleaner, general laborer and polisher. Most employers report promoting to the position of estimator, installer or foreman.

Most employers report recruiting for this position through employee referrals and newspaper ads. Many also use in-house promotions, EDD and union hall referrals. Most employers require a DMV check as part of their application process. Many employers also require drug testing before hiring.

SHEET METAL WORKERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Certificate: None
Top Code: 095600

SJDC does not offer a certificate program for Sheet Metal, however they do provide related classes of instruction in accordance with the California Apprenticeship Law. Classes cover instruction in related technical areas of the trades and are intended to complement the skills learned on the job. Program curriculum varies depending on the worksite of the apprentice. Apprentices should be working full time at an occupation directly related to the class for hands-on training. Information on how to become an apprentice may be obtained from the Stockton Office of the Division of Apprenticeship Standards, 31 East Channel Street, Room 408, Stockton, CA, 95202, or San Joaquin Delta College, Apprenticeship Office, Holt Center 133, 5151 Pacific Avenue, Stockton, Ca. 95207. Students other than apprentices should contact the Apprenticeship Coordinator for information, (209) 474-5236.

APPRENTICESHIP PROGRAMS

Northern San Joaquin Area Sheetmetal J.A.T.C.
3180 Ad Art Way Unit C-3
Stockton, CA 95206
(209) 931-9375

Sheet Metal

Average time to complete program: 4 years
Approximate cost to enroll: \$ 200.00
Other fees: None
Program requirements: Successful completion
Prerequisites: Pass 1 semester of Algebra, high school grad/GED, possession of CA driver's license and auto insurance, must be an indentured apprentice, and pass an entry test.
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. graduates
OES Code: 891320

Students enrolled in the Sheet Metal program are trained in layouts, methods of cutting from fabrication, and installation of sheet metal items. Adults interested in enrolling should call the apprenticeship office. Applications are only accepted once every two years.

OTHER TRAINING PROGRAMS

Hartsog Trade School
831 E. Industrial Way Suite D
Lodi, CA. 95240
(209) 339-9324

Refrigeration, Heating, Air Conditioning Service Technician

Average time to complete program: 3.5 months
Approximate cost to enroll: \$ 7,580.00
Other fees: None
Program requirements: Pass Ability to Benefit (ATB) test
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate & Refrigerant Recovery Certification
Target students: Adults
OES Code: 859020

The Refrigeration, Heating & Air Conditioning program consists of 680 hours, 100% hands-on training that involves job search training as well as tutoring. Program is designed to train students for entry-level positions in the Refrigeration, Heating, and Air Conditioning field. Students learn necessary skills to gain employment.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Woodruff Regional Occupational Center
302 W. Weber Avenue
Stockton, CA. 95203
(209) 953-4606

Refrigeration & Air Conditioning

Average time to complete program: 8 months
* Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 859020

This program is designed to teach students techniques in installation, repair and maintenance of commercial and domestic air conditioning systems. Instruction covers theory, components, compressors, electrical principles, the use of technical manuals and parts books, troubleshooting and systems controls.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #49

Specific Vocational Preparation = 7.0 (2 to 4 years)

R M L G V N S P Q K F M E C
GED: 4 4 3 APTITUDES: 3 3 3 2 3 4 3 3 3 4 4

INTERESTS: Mechanical

GOE Code: 05.05.06

SHERIFFS & DEPUTY SHERIFFS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:

377.263-010
377.363-010
377.667-014
377.667-018

TITLE

SHERIFF, DEPUTY
DEPUTY SHERIFF, GRAND JURY
DEPUTY SHERIFF, BUILDING GUARD
DEPUTY SHERIFF, CIVIL DIVISION

**1 FIRM RESPONDING****OES Code: 630320**

Reason for Limited Survey

This occupation is being treated as a limited survey occupation because the number of employing organizations was known to be too small for it to be treated as a full survey occupation. However, its similarity to other occupations such as police patrol officers or correctional officers may make it a good occupational opportunity for individuals with the proper skills and qualifications. The information reported here was gathered from the employer as well as other individuals familiar with the occupation and employment trends, and from other documents and sources.

DESCRIPTION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. This does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

WAGES/BENEFITS

	<i>Median</i>
Entry Level/ No Experience:	\$15.05
Experienced/New to Firm:	\$16.59
3+ Yrs Experience with Firm:	\$18.29

This occupation is unionized. Full-time positions average 44 hours per week.

BENEFITS

Benefits include: Paid Vacations, Retirement Plans, Paid Sick Leave, Medical Insurance, Dental Insurance, Vision Insurance and Life Insurance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	220 – small
Growth Rate (per yr.):	0.7%, slower than average
Job Growth (92-99):	10
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

The employer of sheriffs officers reports no difficulty finding experienced applicants who meet their hiring qualifications.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	100%	9030

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Sheriffs Officers have completed high school or the equivalent and receive training through their employer.

EMPLOYER REQUIREMENTS (cont'd)

VERY IMPORTANT SKILLS

Physical:

Ability to pass a pre-employment medical examination
Ability to pass a physical performance test

Technical:

Possession of a Firearms Qualifications Card
Ability to write effectively, Problem solving skills

Personal:

Understanding of a variety of cultures
Ability to read and comprehend information quickly
Ability to handle crisis situations
Ability to pass psychological interview
Public contact skills, Ability to work independently
Ability to work under pressure, Ability to interact well with others

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly, Oral communication skills

OCCUPATIONAL MOBILITY

FROM

Deputy Sheriff/Marshall

TO

Sergeant

Sheriffs Officers are hired through community organizations or through walk-ins.

The job of Sheriff or Deputy Sheriff is part of a cluster of law enforcement occupations which includes police patrol and correctional officer, as well as others such as FBI or Treasury Agent which many people may not believe are related to the position of Sheriff.

Sheriffs and Deputy Sheriffs in San Joaquin County have duties similar to those in other jurisdictions throughout the State: law enforcement in the unincorporated areas within the County, and in certain cities contracting with the Sheriffs Department for police services.

Work in this occupation demands a combination of self control, emotional stability and physical ability well above the average for most occupations. Although a 44-hour work week is usually required in this occupation, persons working in this occupation must be willing to work overtime and frequently on weekends, holidays or evening shifts.

Although applicants in this occupation are formally required to have completed high school or the equivalent, more advanced education with related specialties such as police science or criminal justice are becoming more common as this occupation continues to professionalize, and is highly desirable.

Jobs in this occupation are filled through examinations which evaluate the experience, education and personal fitness of applicants, and new hires receive additional training prior to beginning work (see the training section of this occupational assessment).

Applications and notices of examination are available at county personnel offices.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: *Sheriffs usually receive on-the-job training*

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE:

30 days	3	6	9	12	18	24	30	36	42	48
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SHERIFFS & DEPUTY SHERIFFS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Correctional Science

Average time to complete program: 30 units
Approximate cost to enroll: \$ 390
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate or A.A.
Target students: Students seeking entry-level skills
OES Code: 630170
Gov. program classification/code: TOP/210520

Correctional science is a program designed for students interested in the field of corrections. Correctional officers and supervisors are responsible for the custody and supervision of wards who are involved in work assignments and recreational activities at a local or state correctional facility.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

OTHER TRAINING PROGRAMS: NA

ASSESSMENT CODES

California Occupational Guide #457

Specific Vocational Preparation = 5 (6 to 12 months)

GED: R M L APTITUDES: G V N S P Q K F M E C
4 3 4 2 2 3 4 4 2 4 4 4 5 5

INTERESTS: Protective

GOE Code: 04.01.02

SOCIAL WORKERS

DOT Code:

195.107-018

195.107-022

195.167-010

195.367-018

TITLE

CASEWORKER, FAMILY

SOCIAL GROUP WORKER

COMMUNITY ORGANIZATION WORKER

COMMUNITY WORKER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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17 FIRMS RESPONDING

OES Code: 273050

DESCRIPTION

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.75 - \$14.00	\$ 6.98
Experienced/ New to Firm:	\$ 6.25 - \$15.25	\$10.12
3+ Yrs. Experience with Firm:	\$ 6.50 - \$17.25	\$11.63

Many employers hire part-time staff. Part-time staff average 23 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	17/17	100%
Paid Sick Leave	17/17	100%
Medical Insurance	16/17	94%
Retirement Plans	11/17	65%
Dental Insurance	10/17	59%
Life Insurance	8/17	47%
Vision Insurance	4/17	24%

Many employers with part time employees in this occupation provide paid vacation, sick leave, retirement, medical insurance, dental insurance.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	680 - large
Growth Rate (per yr.):	0.9%, slower than average
Job Growth (92-99):	40
Separations (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty in hiring both inexperienced and experienced employees in this occupation who meet their hiring standards. Most employment opportunities in this occupation are created through turnover.

WHERE THE JOBS ARE

	Percent	SIC
State Government	38%	9020
Local Government	35%	9030
Individual & Family Services	17%	8322

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed MA or MSW degrees. Many have completed the college with a BA.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 12 to 24 months prior experience but sometimes substitute training for experience, or substitute experience in a related occupation involving counseling or the provision of social or family services.

VERY IMPORTANT SKILLS

Technical:

Ability to learn/apply complex rules/regulations
Ability to handle crisis situations
Problem solving skills, Verbal presentation skills
Ability to interview others for information
Possess valid driver's license
Knowledge of social work
Knowledge of family social work
Knowledge of protective services for children/adults
Record keeping skills, Multi-cultural familiarity

Personal:

Public contact skills
Ability to work under pressure
Ability to work independently
Willingness to work with close supervision

Basic:

Oral communication skills
Ability to think logically
Ability to read and follow instructions
Ability to write effectively

MODERATELY IMPORTANT SKILLS

Technical:

Leadership skills
Possess clean police record, Knowledge of court proceedings

Basic:

Ability to write legibly

Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

FROM

TO

Social Service Program Coordinator

Social Worker

Counseling Assistant

Most promote from lower ranking positions such as counseling assistant or community worker, and promote from this occupation into higher ranking positions such as program coordinator, program analyst or social services administrator.

Most employers recruit through newspaper advertisements. Some recruit through EDD listings.



REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

Specific Vocational Preparation = 7 (over 2 and up to 4 years)

GOE Code: 10.01.02

SOCIAL WORKERS

STOCK CLERKS, SALES FLOOR

DOT Code:
299.367-014

TITLE
STOCK CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 490210

DESCRIPTION

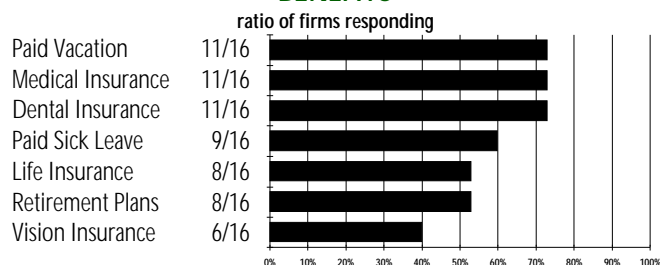
Sales floor stock clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 7.50	\$ 6.50
Experienced/New to Firm:	\$ 5.00 - \$14.00	\$ 9.50
3 + Yrs Experience with Firm:	\$ 6.00 - \$15.75	\$14.50
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 7.50	\$ 5.00
Experienced/New to Firm:	\$ 4.75 - \$ 9.50	\$ 5.50
3 + Yrs Experience with Firm:	\$ 5.00 - \$14.50	\$ 6.60

Some employers are union in the study and earn in the top of the above ranges.

BENEFITS



Part-time employees receive benefits similar to those offered to full-time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,330, very large
Growth Rate (per yr.):	1.2%, slower than average
Job Growth (92-99):	100
Separations (92-99):	200

SUPPLY/DEMAND ASSESSMENTS

Employers indicate little difficulty in finding experienced applicants or inexperienced applicants who meet their hiring standards.

WHERE THE JOBS ARE

	Percent	SIC
Grocery Stores	48%	5411
Department Stores	7%	5311
Hobby, Toy & Game Shops	7%	5945
Family Clothing Shops	5%	5651
Misc. General Merchandise Stores	3%	5399

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Almost all employers report that employees in this occupation have a high-school diploma or equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require an average of 6 months of prior experience as a stock clerk, warehouse worker or cashier. Employers usually accept training as a substitute for work experience.

VERY IMPORTANT SKILLS

Technical:

Customer service skills
Cash handling skills
Ability to do shelf stocking work
Good memory

Physical:

Ability to stand for prolonged periods

Personal:

Ability to interact well with others
Ability to work independently
Willingness to work weekends and evenings
Ability to perform basic mathematical computations
Willingness to work part time or on call

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly
Knowledge of safe storage techniques

Many employers rate recent hires high on dimensions such as honesty, attendance, cooperativeness, ability to tolerate stress and acceptance of supervision. Some rate applicants not hired as deficient in grooming, punctuality, and communication skills.

OCCUPATIONAL MOBILITY

FROM

To

Assistant Manager/Supervisor

Sales Associate

Stock Clerk, Sales Floor

Cashier

Many employers report promoting to this occupation from such occupations as cashier and courtesy clerk. Most employers promote from this position to positions of assistant manager or supervisor over the stock clerks.

Most employers report that they recruit through in-house promotions, employee referrals and hire unsolicited walk-ins. Many employers require a drug test as part of their applicant screening.

STOCK CLERKS, SALES FLOOR

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Merchandising

Average time to complete program: 31 - 32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490112
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.

*Program cost is calculated at \$13 per unit for CA residents.

ADULT SCHOOL COURSES: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North Street
Manteca, CA. 95207
(209) 825-3100

General Merchandising

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 490110

General Merchandising course is designed for those students interested in obtaining employable skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" instruction.

See also:

Woodruff Regional Occupational Center, Stockton ... (209) 953-4606

OTHER TRAINING PROGRAMS: NA

ASSESSMENT CODES

California Occupational Guide #74

Specific Vocational Preparation: 3.5 (3 to 6 months)

	R M L		G V N S P Q K F M E C
GED:	2 2 2	APTITUDES:	4 4 4 4 4 4 4 4 5

INTERESTS: Mechanical

GOE Code: 05.09.01

STOCK CLERKS, STOCKROOM – WAREHOUSE, STORAGE YARD

DOT Code:

222.387-058
222.387-026
222.587-054
339.687-010
219.387-030
249.367-058

TITLE

STOCK CLERK
INVENTORY CLERK
TRANSFORMER STOCK CLERK
SUPPLY CLERK
STOCK CONTROL CLERK
PART, ORDER & STOCK CLERK

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Stock clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports.

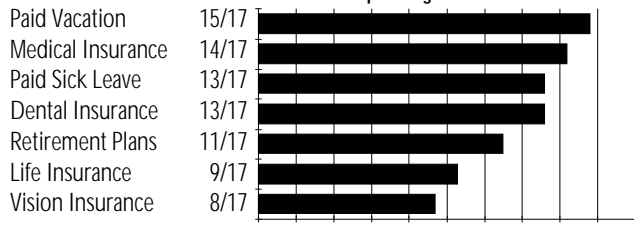
WAGES/BENEFITS

	Range	Median
Entry Level/ No Experience:	\$ 5.75 - \$ 6.50	\$ 6.50
Experienced/New to Firm:	\$ 6.00 - \$ 8.00	\$ 6.50
3+ Yrs Experience with Firm:	\$ 7.25 - \$11.50	\$11.50

29% of employment in this sample is part-time. 47% of employers hire part-time positions. Employers report that full-time positions average 40 hours per week while part-time positions average between 20 and 30 hours per week.

BENEFITS

ratio of firms responding



Some employers report that they provide Paid Vacations and Retirement Plans for their part time staff.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	980– large
Growth Rate (per yr.):	-0.6%, decline
Job Growth (92-99):	-40
Separations (92-99):	160

SUPPLY/DEMAND ASSESSMENTS

Employers report little to some difficulty finding experienced or inexperienced applicants who meet their hiring standards.

Many employers recruit employees into this occupation through in-house promotions, current employee referrals, and unsolicited walk-ins. Turnover creates most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
General Medical & Surgical Hospital	9%	8062
Grocery Stores	7%	5411
Local Government	6%	9030
Misc. General Merchandise Stores	5%	5399
Trucking, Except Local	4%	4213

19 FIRMS RESPONDING

OES Code: 580230

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that recent hires have completed high school or the equivalent. Most employers do not require any vocational training, but will accept it as a substitute for experience in this occupation.

EXPERIENCE & OTHER REQUIREMENT

Many employers usually require six to twelve months of prior work experience although larger establishments generally do not require it but do prefer it.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods

Ability to lift at least 50 lbs. repeatedly

Technical:

Ability to stock shelves

Ability to read forms quickly

Problem solving skills

Understanding of inventory techniques

Labeling skills

Personal:

Ability to work independently

Ability to work under pressure

Ability to interact well with others

Public contact skills

Willingness to work with close supervision

Basic math skills

Basic:

Ability to follow oral instructions

Ability to read and follow instructions

Oral communication skills

Ability to write legibly

VERY IMPORTANT SKILLS

Technical:

Ability to operate a fork lift, Bondable

Possession of a Class B Drivers' License

Possess product knowledge

Telephone answering skills

OCCUPATIONAL MOBILITY

FROM

TO

Warehouse Manager

Department Supervisor

Stock Clerk

Checker

Many employers report promoting employees into this occupation from entry-level store clerks. Most will promote to checkers and supervisory positions including head clerk.

EDUCATION:												
Less than H.S. (00) H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)												
VOCATIONAL TRAINING: Per Unskilled employee												
30 days	3	6	9	12	15	24	30	36	42	48		
OCCUPATIONS: Stock Clerk, Stockroom - Warehousing Order Filler, Warehouse/Sorter												
30 days	3	6	9	12	15	24	30	36	42	48		

STOCK CLERKS, STOCKROOM – WAREHOUSE TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Merchandising

Average time to complete program: 31 - 32 units
Approximate cost to enroll: \$ 403 - \$ 416*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 490112
Gov. program classification/code: TOP/050950

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North Street
Manteca, CA. 95207
(209) 825-3100

General Merchandising

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 490110

General Merchandising course is designed for those students interested in obtaining employable skills in the retail industry. This course is designed to train students in retail sales, marketing, advertising techniques and merchandising techniques. The class offers students the opportunity to gain occupational training through a combination of classroom instruction and "on-the-job" instruction.

See also:

Woodruff Regional Occupational Center, Stockton ... (209) 953-4606
Tracy Joint Union High School, Tracy ... (209) 851-5095

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh St.
Tracy, CA. 95376
(209) 831-5034

Warehousing/Stockkeeping

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 580230

This course is an introduction to warehousing and related physical distribution which employ the second largest group of people in the United States. This course offers interested students the fundamental principles and accepted practices of good warehousing including receiving, storage, stock selection, and OSHA Regulations.

ASSESSMENT CODES

California Occupational Guide #74

Specific Vocational Preparation: 3.5 (3 to 6 months)

	R	M	L				G	V	N	S	P	Q	K	F	M	E	C
GED:	2	2	2				3	3	3	3	2	5	5	3	5	4	

INTERESTS: Mechanical

GOE Code: 05.09.02

STRUCTURAL METAL WORKERS

DOT Code:
801.361-014
801.361-018
801.381-010

TITLE
STRUCTURAL-STEEL WORKER
STRUCTURAL-STEEL WORKER APPRENTICE
ASSEMBLER, METAL BUILDING

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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15 FIRMS RESPONDING

OES Code: 878140

DESCRIPTION

Structural Metal Workers perform any combination of duties to raise, place, and unite girders, columns, and other structural steel members to form completed structures or structural frameworks. Please include workers who erect metal storage tanks and assemble prefabricated metal buildings. Does not include Reinforcing Metal Workers.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 6.00 - \$ 8.50	\$ 6.25	\$ 6.00 - \$12.75	\$ 9.80
Experienced/ New to Firm:			
\$ 8.00 - \$13.50	\$ 8.00	\$10.00 - \$22.75	\$20.35
3+ Yrs. Experience with Firm:			
\$10.00 - \$15.25	\$12.00	\$12.00 - \$24.25	\$21.73

Most employment in this sample is unionized. Some employers hire part-time workers who average approximately 20 hours per week.

BENEFITS

ratio of firms responding

Medical Insurance	13/14	93%
Paid Vacation	11/14	79%
Dental Insurance	8/14	57%
Retirement Plans	8/14	57%
Life Insurance	6/14	43%
Vision Insurance	6/14	43%
Paid Sick Leave	3/14	21%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	60 – small
Growth Rate (per yr.):	0.0%, stable
Job Growth (92-99):	0
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers experience some difficulty hiring experienced applicants who meet their hiring standards, and a little difficulty finding inexperienced applicants who meet their hiring standards. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Structural Steel Erection	80%	1791
Special Trade Contractors, NEC	9%	1799
Non-Residential Construction, NEC	6%	1542

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have completed high school or the equivalent. Many employers prefer a high school diploma over a GED. Few will accept less than high school. Most recent hires have completed 12 months or more of vocational training. Formal apprenticeship programs, which include on the job training, usually last up to 3 years.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 months or more of experience as a structural metal worker and sometimes rebar bender/sheer operator. Most employers will sometimes substitute prior training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to do strenuous, physically demanding work
Knowledge of safe equipment operating practice
Ability to use cutting and welding machinery
Ability to use power hand tools
Shop math skills, Ability to read blueprints
Completion of certified apprenticeship program

Personal:

Ability to work independently
Willingness to work with close supervision
Ability to interact well with others

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills

MODERATELY IMPORTANT SKILLS

Physical:

Ability to lift at least 100 lbs, Ability to climb to high places
Pass a pre-employment drug test
Pass a pre-employment medical examination
Loading/unloading skills

Basic:

Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Structural Metal Worker Foreman
Journeyman Structural Metal Worker
Apprentice Structural Metal Worker
Structural Metal Helper

Some employers may promote into this occupation from lower ranking positions such as iron worker, helper or production worker, and may promote from this occupation into positions such as foreman or supervisor.

Most employers are unionized and recruit through union hall referrals. Some hire unsolicited walk-ins or newspaper advertisements.

EDUCATION:												
Less than H.S.	(00)	H.S. Diploma	1 yr.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)						
WORK EXPERIENCE: 3 yrs. Apprenticeship or CPT												
30 days	3	6	9	12	15	24	30	36	42	48		
EDUCATION: Structural Metal Worker												
30 days	3	6	9	12	15	24	30	36	42	48		

STRUCTURAL METAL WORKERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE:

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Welding Technology

Average time to complete program: 48 units
Approximate cost to enroll: \$ 624*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED or permission from H.S. counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 939140
Gov. program classification/code: TOP/095650

The Welding certificate program is designed to provide training in the skills needed to work in the trade. The course will include the development of the necessary skills to use arc and gas techniques including the theory of welding ferrous and non-ferrous metals, metallurgy of welding, design of welding components and related science.
*Program cost is calculated at \$13 per unit for CA residents.

APPRENTICESHIP PROGRAMS

Union Local #3 Apprenticeship for Heavy Equipment Operator
1916 N. Broadway Ave.
Stockton, CA. 95206
(209) 944-5603

Operating Engineer (Equipment Operator)

Average time to complete program: 48 months
Approximate cost to enroll: No Fee
Other fees: Minimal materials fee
Program requirements: Successful completion
Prerequisites: Agility and coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: 18 + yrs. old
OES Code: 979560

This program is designed to train apprentices for a career as an Operating Engineer. All successful applicants are sponsored through an initial 5-week Probationary/ Orientation program, which is done at the Operating Engineers Training Center, located at Rancho Murieta. The program itself consists of "hands-on" training as well as classroom instruction.

NOTE: Although this program does not directly lead to a career as a Structural Metal Worker, many of the skills learned through this apprenticeship are transferable.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lincoln High School
6844 Alexandria Place
Stockton, CA. 95207
(209) 953-8932

Construction Technology

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Permission from counselor
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, adults
OES Code: 983190

This course provides students with entry-level skills needed to gain employment in the construction industry. Instructional topics include; construction safety, blueprint reading, site preparation, materials, rough carpentry, roofing, plumbing, and electrical wiring. Instruction includes classroom theory and practical "on-the-job" experience.

See also:

Lodi Career Center, Lodi ... (209) 331-7616.
Tracy Joint Union High School, Tracy ... (209) 831-5095
Lindbergh Educational Center, Manteca ... (209) 825-3100.

ADULT SCHOOL COURSES:NA

ASSESSMENT CODES

California Occupational Guide #115

Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C
GED: 3 2 3 APTITUDES: 3 4 3 2 3 4 3 3 2 5

INTERESTS: Mechanical

GOE Code: 05.05.06

SWITCHBOARD OPERATORS

DOT Code:
235.562-014
235.662-014
235.662-022
235.662-026

TITLE
SWITCHBOARD OPERATOR, POLICE DEPT.
COMMUNICATIONS-CENTER OPERATOR
TELEPHONE OPERATOR
TELEPHONE ANSWERING SERVICE

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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18 FIRMS RESPONDING

OES Code: 571020

DESCRIPTION

Switchboard Operators operate cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. They may supply information to callers and record messages. In addition to performing duties of Switchboard Operators, workers may also act as receptionists and perform routine clerical work and typing.

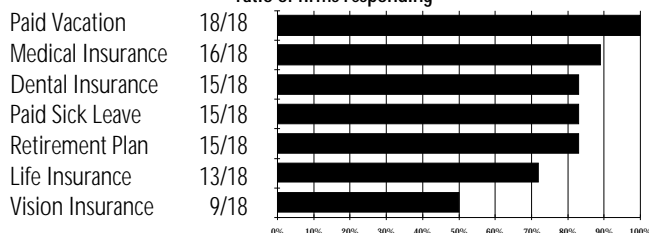
WAGES/BENEFITS

	<i>Range</i>	<i>Median</i>
Entry Level/No Experience:	\$ 5.00 - \$ 8.75	\$ 6.00
Experienced/ New to Firm:	\$ 5.25 - \$ 8.75	\$ 6.70
3+ Yrs. Experience with Firm:	\$ 6.25 - \$10.50	\$ 7.64

Many employers hire part-time as well as full-time workers in this occupation. 21% of employment in this sample is part-time. Full-time workers average 40 hours per week; part-time workers average 18 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	250 – medium
Growth Rate (per yr.):	-1.1%, decline
Job Growth (92-99):	-20
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Employers experience some difficulty finding experienced workers who meet their hiring standards, especially for part-time work. They experience a little difficulty finding inexperienced but qualified workers. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Business Services, NEC	17%	7389
General Medical & Surgical Hospitals	16%	8062
Psychiatric Hospitals	7%	8063
Department Stores	7%	5311
Offices & Clinics of Medical Doctor	6%	8011

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Some employers prefer a high school diploma. Most recent hires have had 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require at least some prior experience as a switchboard operator, directory assistance operator, radio dispatcher, or other clerical experience particularly if such experience involve public phone contact. Most employers usually substitute training for experience.

VERY IMPORTANT SKILLS

Personal:

Telephone answering skills
Public contact skills
Ability to interact well with others
Ability to work independently
Willingness to work with close supervision
Ability to work under pressure

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

MODERATELY IMPORTANT SKILLS

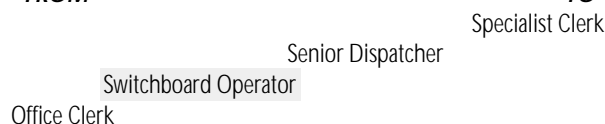
Technical:

Ability to use a computer terminal
Ability to type at least 40 wpm
Finger dexterity

OCCUPATIONAL MOBILITY

FROM

TO



Some employers promote into the occupation from positions such as cashier or office clerk. Most employers report promoting from this position to higher ranking office clerical positions.

Employers report that most recent new hires have been hired through newspaper advertisements, current employee referrals, private vocational schools, and unsolicited walk-ins.

EDUCATION:										
Less than H.S.	GED	H.S. Diploma	1 yr.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)				
VOCATIONAL TRAINING:										
30 days	3	6	9	12	18	24	30	36	42	48
OCCUPATIONAL TRAINING: Switchboard Operator; Dictating Machine Operator										
30 days	3	6	9	12	18	24	30	36	42	48

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Although SJDC has coursework that instructs students in basic secretary skills, no certificate is offered corresponding only to switchboard operators. Persons seeking job opportunities with additional secretarial skills should refer to the Secretary (p. 174) and Typist-Word Processing Equipment (p.214) occupational assessments.

OTHER TRAINING PROGRAMS

M. T.I. Business College, Inc.
6006 N. El Dorado St.
Stockton, CA. 95207
(209) 957-3030

Secretary I/II

Average time to complete program: 7 and 8 months
Approximate cost to enroll: \$3,905/\$5,155
Other fees: \$655/\$900 books
Program requirements: "C" average or better
Prerequisites: H.S. diploma, GED or Ability to Benefit Test
Open entry/ Open exit: yes
What is received upon completion: Diploma
Target students: Adults
OES Code: 551080

Both levels of the Secretary program are designed for students interested in pursuing the Secretarial field. The program focuses on preparing the student in secretarial office procedures and in word processing procedures.

See also:

Humphreys College ... (209) 478-0800.
Heald Business College ... (209) 477-1114.
Worldwide Educational Services ... (209) 951-1174.

ASSESSMENT CODES

California Occupational Guide #128

Specific Vocational Preparation = 5.4 (6 to 12 months)

RML	G V N S P Q K F M E C
GED: 3 2 3	APTITUDES: 3 3 4 4 4 3 4 4 4 5 3

INTERESTS: Clerical

GOE Code: 07.04.05

SWITCHBOARD OPERATORS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Tracy Joint Union High School
315 E. Eleventh Street
Tracy, CA. 95376
(209) 831-5095

Applied Office Skills

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: Average "C" or better
Prerequisites: Successful completion of Typing I
Open entry/ Open exit: N/A
What is received upon completion: Certificate
Target students: Grades 11, 12, and adults
OES Code: 553470

Office skills is a course designed to prepare students for office-related vocations. Students learn techniques in office administration including office procedures, human relations, electronic keyboarding, machine calculation, filing, and records management.

See also:

Escalon High School, Escalon ... (209) 838-7073.
Lincoln High School, Stockton ... (209) 953-8932.
Lodi Career Center, Lodi ... (209) 331-7616.
Lindbergh Educational Center, Manteca ... (209) 825-3100.

ADULT SCHOOL COURSES

Tracy Adult School
315 E. Eleventh Street
Tracy, CA. 95376
(209) 831-5034

Secretary

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 551080

This class instructs students in the basic principles of typing techniques, letter styles, and report writing. Agendas, itineraries, invoices, billings, and government typing is also included. Students who successfully complete this course can work as entry-level Secretaries or Typists.

See also:

Manteca Adult School, Manteca ... (209) 825-3100.
Stockton Adult School, Stockton ... (209) 953-4256.

SYSTEMS ANALYSTS,

ELECTRONIC DATA PROCESSING

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 7.75 - \$13.25	\$11.17
Experienced/ New to Firm:	\$ 8.75 - \$18.50	\$13.90
3+ Yrs. Experience with Firm:	\$12.00 - \$20.00	\$17.44

Employers report that all employment in this sample is full-time at 40 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	16/16	
Paid Sick Leave	16/16	
Medical Insurance	15/16	
Dental Insurance	15/16	
Life Insurance	13/16	
Retirement Plans	13/16	
Vision Insurance	11/16	

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	290, medium
Growth Rate (per yr.):	4.5%, much faster than average
Job Growth (92-99):	70
Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers experience some difficulty finding experienced applicants who meet their hiring standards, but no difficulty finding qualified but inexperienced applicants. Turnover creates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	18%	9030
Computer Facilities Management	8%	7376
Accounting, Auditing & Bookkeeping	6%	8721
Colleges & Universities	4%	8221
General Medical & Surgical Hospital	4%	8062

DOT Code:

109.067-010
030.162-014
033.262-010
030.167-014
030.162-022

TITLE

INFORMATION SCIENTIST
PROGRAMMER- ANALYST
QUALITY ASSURANCE ANALYST
SYSTEMS ANALYST
SYSTEMS PROGRAMMER

16 FIRMS RESPONDING

OES Code: 251020

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Some employers report most recent hires have completed high school or the equivalent. However, most employers report that new hires usually have an AA or higher college degree with a major in compute science. Many report that recent hires usually have 12 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 to 36 months of prior experience as a systems analyst or computer programmer. However, many employers also indicate that they will sometimes accept training as a substitute for work experience.

VERY IMPORTANT SKILLS

Technical:

Knowledge of database software
Customer service skills
Knowledge of multi-user systems
Ability to prepare documentation
Ability to prepare flow charts
Knowledge of microcomputer hardware/operating systems

Personal:

Ability to interact well with others
Ability to work independently ,Oral communication skills
Willingness to work with close supervision

Basic:

Ability to write effectively
Ability to write legibly
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Technical:


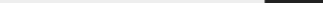

Knowledge of local area networks (LAN)
Knowledge of wide area networks
Ability to interview others for information
Knowledge of algebra
Knowledge of minicomputers
Knowledge of business applications software
Knowledge of C language, Knowledge of UNIX
Knowledge of mainframe hardware/operating systems
Knowledge of mainframe computers

OCCUPATIONAL MOBILITY

FROM

TO

	Systems Analyst Manager/Director
	Senior Systems Analyst/Controller
Systems Analyst	
Computer Programmer	

RESTRICTIONS: Computer Science												
												
Less than H.S.	GED	H.S. Diploma	1 yr.	2 yrs. (AA)	3 yrs.	4 yrs. (BA)						
MINIMUM TRAINING: For those who have not accepted vocational training												
												
30 days	3	6	9	12	18	24	30	36	42	48		
RESTRICTIONS: Systems Analyst/Computer Programmer												
												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Although SJDC does not have a course that corresponds directly to this occupation, the Computer Programming Certificate program is recommended for students who want to gain the basic skill of becoming a Systems Analyst in addition to gaining familiarity with other skills they may apply in the field.

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Computer Programming

Average time to complete program: 39 - 40.5 units
Approximate cost to enroll: \$527*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 251050
Gov. program classification/code: TOP/070400

This program provides broad theoretical training in planning, programming, and analysis of data processing problems. It prepares the student for entry-level positions such as computer operator, computer programmer, or a computer repair person.

*Program cost is calculated at \$13 per unit for CA residents.

ADULT SCHOOL COURSES: NA

SYSTEMS ANALYSTS, ELECTRONIC DATA PROCESSING

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Ave.
Stockton, CA. 95207
(209) 478-0800

Computer Management Information Systems

Average time to complete program: 12 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: A.A. or A.S. Degree
Target students: Adults
OES Code: 251051

This program has been developed to prepare the manager with an understanding of the relationship and interaction between computers and other sources of information and the users of information. This course provides training in the use of computers, programming, and information systems, in the development, management, and communication of management information. It is appropriate for students wishing to pursue expertise and specialization in information systems as a career.

See also:

CompuVista Business Institute, Sacramento

... (916) 922-2000.

ASSESSMENT CODES

California Occupational Guide #81

Specific Vocational Preparation: 7 (Over 2 years., up to 4 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	5	5	5												
APTITUDES:					2	2	2	3	3	3	4	4	4	4	5

INTERESTS: Lead, Influence

GOE Code: 11.01.01

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------



DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$13.25 - \$14.50	\$13.56
Experienced/New to Firm:	\$13.25 - \$15.50	\$13.67
3 + Yrs Experience with Firm:	\$14.00 - \$15.75	\$15.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 7.75 - \$14.50	\$12.32
Experienced/New to Firm:	\$ 8.25 - \$15.50	\$13.17
3 + Yrs Experience with Firm:	\$ 9.00 - \$17.25	\$14.27

BENEFITS



Most employers pay the full cost of the benefits. Many employers hire part-time and provide benefits similar to those of full-time employees. Most employees are full-time and work an average of 40 hours per week. Some employees are on-call (substitute teachers) and they average 10 hours per week. Most employers are unionized. Non-union employers usually pay toward the low end of the above ranges.

EMPLOYMENT TRENDS

OCCUPATIONAL SIZE 1992-1999

Size, 1999:	3,770 – very large
Growth Rate (per yr.):	1.0%, slower than average
Job Growth (92-99):	250
Separations (92-99):	410

SUPPLY/DEMAND ASSESSMENTS

Most employers indicate a little difficulty finding qualified inexperienced or experienced applicants who meet their hiring standards. Although most report difficulty hiring bilingual or special education teachers. Many employers indicate that employment in this occupation will grow as the school aged population increases.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	96%	8211

18 FIRMS RESPONDING

OES Code: 313050

EMPLOYER REQUIREMENTS

EXPERIENCE & TRAINING

Almost all employers require a teaching credential and report that recent hires have completed a bachelors degree and graduate study.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require 12-36 months of prior experience, but substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Patients with children
Ability to prepare lesson plans
Classroom management skills
Lecture and demonstration skills
State Teacher's Certificate
Supervision skills, Grading skills
Oral reading skills, Tutoring skills
Knowledge of early childhood development
Counseling skills, Multi-cultural familiarity
Ability to administer emergency first aid
Knowledge of audio visual teaching techniques
Ability to use computer terminal

Personal:

Public contact skills
Ability to interact well with others
Ability to analyze and solve problems
Ability to work under pressure, Record keeping skills
Willingness to work with close supervision
Willingness to work long hours, Ability to work independently

Basic:

Ability to read and follow instructions
Ability to write legibly

Most employers seek applicants with computer skills, including word processing, and many seek knowledge of educational software. Most also report the need for math skills including knowledge of algebra or statistics and the ability to prepare correspondence and write reports. Many report that applicants not hired were deficient in motivation or the ability to tolerate stress.

OCCUPATIONAL MOBILITY

FROM

TO

Vice-Principal/Principal

Elementary School Teacher

Instructional Aide

Some employers report promoting instructional aides receiving the proper teaching credential into this position. Most employers indicate that they will promote teachers to administrative positions such as principal or vice-principal. Most employers check applicant police records and require a medical exam.

Most employers recruit for this position through newspaper ads, employee referrals or private and public schools, and report hiring unsolicited walk-ins.

TEACHERS – ELEMENTARY SCHOOL TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

The following are the telephone numbers of these schools. Please call for additional program information. Students enrolled at UOP can earn a B.A. in Liberal Arts and a teaching credential. Students at Chapman College can earn teaching credentials enabling them to teach.

Univeristy of the Pacific, Stockton
Chapman College, Stockton

...(209) 946-2211.
...(209) 957-2288.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #10

Specific Vocational Preparation: 7.0 (3 to 6 months)

	R M L		G V N S P Q K F M E C
GED:	5 3 5	APTITUDES:	2 2 3 4 3 2 4 4 4 4 3

INTERESTS: Lead, Influence

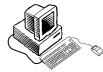
GOE Code: 11.02.01

TEACHERS & INSTRUCTORS – VOCATIONAL EDUCATION

DOT Code:
099.227-030
097.227-010
166.221-010

TITLE
TEACHER, ADULT EDUCATION
INSTRUCTOR, VOCATIONAL TRAINING
INSTRUCTOR, TECHNICAL TRAINING

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------



12 FIRMS RESPONDING

OES Code: 313140

DESCRIPTION

Vocational Education Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach public or private schools in schools associated with organizations whose primary business is other than education.

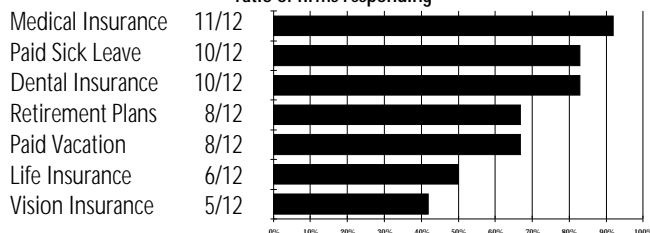
WAGES/BENEFITS

	<i>Range</i>	<i>Median</i>
Entry Level/No Experience:	\$ 8.00 - \$14.50	\$10.58
Experienced/ New to Firm:	\$ 8.00 - \$14.00	\$10.24
3+ Yrs. Experience with Firm:	\$10.00 - \$19.00	\$12.18

25% of the employers and 72% of the employment in this sample are union. Some employers hire part time employees who work an average of 30 hours per week.

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	840 – large
Growth Rate (per yr.):	1.7%, faster than average
Job Growth (92-99):	90
Separations (92-99):	20

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced employees who meet their hiring standards, and little difficulty finding workers who are trained but inexperienced. Turnover contributes to the creation of many job opportunities.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Elementary & Secondary Schools	31%	8211
Junior Colleges	25%	8222
State Government	24%	9020
Vocational Schools, NEC	6%	8249

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent new hires have a Bachelor's degree while some have completed high school. Many employers indicated that their employees possess a teaching credential.

Anyone teaching school in the public school system will require a license (credential). Vocational high school teachers need a Designated Subjects Vocational Education Teaching Credential. There is no examination for this credential.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 12 months or more of prior experience in this occupation or as a counselor and do not substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Classroom management skills
Ability to give oral instructions
Ability to maintain composure under stress
Ability to exercise tact when dealing with others
Public contact skills, Possess a clean police record
Pass a pre-employment medical examination
Good physical condition
Knowledge of teaching techniques
Record keeping skills, Supervision skills
Ability to understand foreign accents
Knowledge of OSHA safety standards
State Teacher's Certificate

Personal:

Ability to work under pressure
Ability to write legibly
Ability to work independently
Ability to write effectively, Oral communication skills
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Technical:

Possess a designated subjects teaching credential
Pass an examination on the United States constitution
Ability to perform advanced mathematical computations
Ability to use a computer terminal

Personal:

Willingness to work evenings, to work part-time

OCCUPATIONAL MOBILITY

Some employers report promoting employees into this occupation from Vocational Education Instructor Aides and changing employees' status from part-time to full-time. Most employers promote employees to administrative and management positions, program coordinator or lead instructor.

Most employers recruit through newspaper advertisements.



REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

GOE Codes: 11.02.02

TEACHERS – KINDERGARTEN

DOT Code:
092.227-014

TITLE
TEACHER, KINDERGARTEN

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or Preschool Teachers.

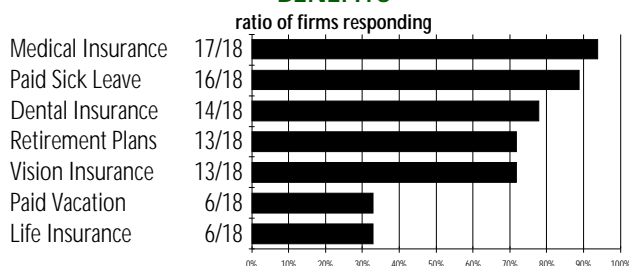
WAGES/BENEFITS

Weighted by Employer Sample	Range (annual)	Median (annual)
Entry Level/No Experience:	\$13,000 - \$34,320	\$20,571
xperienced/New to Firm:	\$13,520 - \$35,360	\$21,424
3 + Yrs Experience with Firm:	\$14,560 - \$53,000	\$25,147

Most employers report wages earnings as annual salaries. Wide variations in wage rates exist in this occupation, depending on whether an employee works in pre or grade schools, and whether they are in public or private schools. Private employers generally pay below the medians shown above, while public employers pay toward the top or possibly above the high end of the wage ranges shown.

Full-time employees average 39 hours a week and part-time employees average 26 hours per week. 4 employers in this sample hire part-time.

BENEFITS



The employer pays the full cost of benefits in 12 of the firms in this sample while the costs are shared 5 of the remaining firms.

EMPLOYMENT TRENDS

*OCCUPATIONAL FORECAST 1992-1999

Size, 1995:	200 – small (actual number of employees in sample, rounded to the tenths)
* Growth Rate (per yr.):	4.3%, much faster than average
* Job Growth (92-99):	50
* Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding either experienced or inexperienced applicants who meet their hiring standards.

WHERE THE JOBS ARE (actual % & SIC of sample)

	Percent	SIC
Elementary & Secondary Schools	87%	8211
Religious Organizations	8%	8661
Child Day Care Services	5%	8351

* **Note:** Employers for this occupation were sampled using the DOT code description of TEACHERS - KINDERGARTEN. Since no local occupational size data is available for the DOT occupation, the equivalent "Teachers, Pre-School & Kindergarten" OES classification forecast data is substituted by the proportion of employment as represented here in this sample.

18 FIRMS RESPONDING

OES Code: 313022

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed a bachelors degree. Public school teachers must have completed a teaching certificate. Requirements among private employers vary.

EXPERIENCE & OTHER REQUIREMENTS

Employers sometimes require approximately 12 months prior experience as a kindergarten teacher but many accept experience as a preschool teacher. Many will accept training as a substitute for experience.

VERY IMPORTANT SKILLS

Technical:

Knowledge of early childhood development
Oral reading skills
Classroom management skills
Ability to write effectively
Problem solving skills
Possession of a state teachers' certificate
Ability to administer emergency first aid
Artistic skills, Record keeping skills
Ability to apply principles of recreation
Musical skills

Personal:

Possession of a clean police record
Ability to exercise patience
Ability to interact well with others
Ability to work under pressure, Public contact skills
Ability to work independently
Willingness to work with close supervision
Understanding of a variety of cultures

Basic:

Ability to write legibly, Oral communication skills
Basic math skills
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

Technical:

Ability to operate audiovisual equipment
Knowledge of microcomputer hardware and operating systems

OCCUPATIONAL MOBILITY

FROM

TO

Teacher-Kindergarten

Supervisor/Director

Preschool Teacher or Teachers Aide

Most employers report promoting into this occupation from positions such as preschool teacher or aide, although public school employees must have acquired the proper credential. Many also report promoting from this occupation into higher ranking positions such as director or educational administrator, again with proper credentials.

56% of employers hire using current employee referrals, 50% report using in-house promotions, 39% use newspaper advertisements, and 33% use unsolicited walk-ins and public schools and training programs.

EDUCATION:

Less than H.S. GED H.S. Diploma 1 yr. 2 yr. (AA) 3 yr. 4 yr. (BA)

VOCATIONAL TRAINING: Voc. Training usually included in education

30 days 3 6 9 12 18 24 36 48 60

EXPERIENCE: Traffic, Shipping, & Receiving Clerk

30 days 3 6 9 12 18 24 30 36 42 48

TEACHERS – KINDERGARTEN

TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

OTHER TRAINING PROGRAMS

ADULT SCHOOL COURSES: NA

The following are the telephone numbers of these schools. Please call for additional program information. Students enrolled at UOP can earn a B.A. in Liberal Arts and a teaching credential. Students at Chapman College can earn teaching credentials enabling them to teach.

OTHER TRAINING PROGRAMS

Contact U.O.P. School of Education for information: (209) 946-2211.

Univeristy of the Pacific, Stockton
Chapman College, Stockton

...(209) 946-2211.
...(209) 957-2288.

ASSESSMENT CODES

California Occupational Guide No.: NA

Specific Vocational Preparation: 7 (2 to 4 years)

GED: R M L G V N S P Q K F M E C
5 2 4 2 2 4 4 4 3 3 3 3 3 3

INDUSTRY: Education

INTERESTS: Humanitarian

GOE Code: 10.02.03 – Specialized Teaching

TEACHERS – PRESCHOOL

DOT Code:
092.227-018

TITLE
TEACHER, PRE-SCHOOL

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Preschool teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or workers whose primary function is child care.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 4.35 - \$ 6.25	\$ 4.50
Experienced/New to Firm:	\$ 5.00 - \$ 8.00	\$ 5.75
3 + Yrs Experience with Firm:	\$ 6.50 - \$10.00	\$ 7.00

Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.35 - \$ 8.00	\$ 5.50
Experienced/New to Firm:	\$ 5.00 - \$ 8.50	\$ 6.13
3 + Yrs Experience with Firm:	\$ 5.50 - \$10.75	\$ 7.31

4 of the 15 firms in this sample do not hire at Entry Level/No Experience. 8 firms hire part-time and 23% of employment in this sample is part-time. Part-time employees average 19 hours per week. Full-time employees average 40 hours per week.

BENEFITS



Coincidentally, child care was offered by most employers so it was indicated in the graph above. Vision Insurance was paid offered by one employer in this sample. The employer pays the full cost of benefits in 8 of the firms in this sample while the costs are shared 6 of the remaining firms.

EMPLOYMENT TRENDS

*OCCUPATIONAL FORECAST 1992-1999

Size, 1995:	140 – small (actual number of employees in sample, rounded to the tenths)
* Growth Rate (per yr.):	4.3%, much faster than average
* Job Growth (92-99):	50
* Separations (92-99):	10

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding experienced applicants who meet their hiring standards, but no difficulty finding inexperienced applicants. Turnover creates most occupational opportunities.

WHERE THE JOBS ARE (actual % & SIC of sample)

	Percent	SIC
Child Day Care Services	92%	8351
Religious Organizations	8%	8661

* **Note:** Employers for this occupation were sampled using the DOT code description of TEACHERS - PRE-SCHOOL. Since no local occupational size data is available for the DOT occupation, the equivalent "Teachers, Pre-School & Kindergarten" OES classification forecast data is substituted by the proportion of employment as represented here in this sample.

15 FIRMS RESPONDING

OES Code: 313021

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed AA degrees, and some that most recent hires have completed 12 to 24 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 to 24 months experience as a preschool teacher but some will substitute other staff positions such as child care worker. Employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Knowledge of early childhood development
Classroom management skills, Oral reading skills
Ability to apply teaching techniques
Ability to administer emergency first aid
Ability to assess cognitive and language skills
Ability to assess motor skills
Ability to apply principles of recreation
Ability to assess self and social skills, Supervisory skills
Ability to write effectively, Problem solving skills
Record keeping skills, Artistic skills
Possession of Children's Center Teaching Permit (24 ECE units)

Personal:

Possession of a clean police record
Ability to exercise patience
Ability to work independently
Ability to work under pressure
Willingness to work with close supervision
Public contact skills, Understanding of a variety of cultures

Basic:

Ability to read and follow instructions
Basic math skills, Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Musical skills
Ability to operate audiovisual equipment

OCCUPATIONAL MOBILITY

FROM

TO

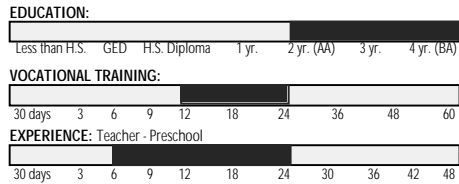
Assistant Director/Director

Teacher-PreSchool

Instructional Aide

Most employers report promoting into this position from less skilled positions such as teacher aide or assistant teacher for persons possessing the requisite education. Most will promote from this position into higher ranking positions such as head teacher, assistant director or director.

60% of employers indicate that they hire through newspaper advertisements, 53% use vocational schools and training programs, 40% use employee referrals, 33% will hire unsolicited walk-ins, and 27% use in-house promotions and community organizations.



SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

OTHER TRAINING PROGRAMS

The following are the telephone numbers of these schools. Please call for additional program information. Students enrolled at UOP can earn a B.A. in Liberal Arts and a teaching credential. Students at Chapman College can earn teaching credentials enabling them to teach.

Univeristy of the Pacific, Stockton
Chapman College, Stockton

...(209) 946-2211.
...(209) 957-2288.

TEACHERS – PRESCHOOL

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

ADULT SCHOOL COURSES:NA

OTHER TRAINING PROGRAMS

Contact U.O.P. School of Education for information: (209) 946-2211.

ASSESSMENT CODES

California Occupational Guide #275

Specific Vocational Preparation: 7 (2 to 4 years)

	R M L		G V N S P Q K F M E C
GED:	4 2 3	APTITUDES:	2 2 4 4 4 3 3 3 3 3 3

INDUSTRY: Education

INTERESTS: Humanitarian

GOE Code: 10.02.03 – Specialized Teaching

TEACHERS – SECONDARY SCHOOL

DOT Code:
091.227-010

TITLE
TEACHER, SECONDARY SCHOOL

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$7.25-\$10.50	\$ 7.50	\$11.00-\$12.25	\$11.08
Experienced/ New to Firm:			
\$7.50-\$11.75	\$ 7.75	\$12.00-\$12.50	\$11.90
3+ Yrs. Experience with Firm:			
\$9.00-\$11.75	\$ 9.69	\$12.50-\$14.00	\$12.60

67% of the employers and 96% of employment in this sample are unionized.

Full-time employees average 38 hours per week. Most employers hire part-time employees who work an average of 18 hours per week.

BENEFITS

ratio of firms responding

Medical Insurance	9/9	
Paid Sick Leave	9/9	
Life Insurance	6/9	
Dental Insurance	7/9	
Retirement Plans	6/9	
Vision Insurance	6/9	
Paid Vacation	2/9	

Most employers provide paid sick leave to part time staff. Some provide medical insurance, life insurance, and retirement plans to part-time staff.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,250– very large
Growth Rate (per yr.):	2.1%, faster than average
Job Growth (92-99):	160
Separations (92-99):	170

SUPPLY/DEMAND ASSESSMENTS

Most employers report little difficulty hiring experienced applicants who meet their hiring standards and some difficulty hiring inexperienced applicants. Turnover generates most employment opportunities for applicants in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	100%	8211

9 FIRMS RESPONDING

OES Code: 313080

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that their recently hired employees possess a bachelor's degree and many possess a Single Subject Teaching Credential. The examination for this credential is called the California Basic Educational Skills Test (CBEST).

EXPERIENCE & OTHER REQUIREMENTS

Anyone teaching in the public school system needs a license (credential). Most employers sometimes require 6 months or more of prior work experience in this occupation and most employers sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Patience with children
Ability to write legibly
Ability to write effectively
Record keeping skills, Problem solving skills
Supervision skills
Possess State Teacher's Certificate
Knowledge of teaching techniques
Possess a designated subjects teaching credential
Possess clean police record
Classroom management skills, Public contact skills
Multi-cultural familiarity
Knowledge of audiovisual teaching techniques
Knowledge of algebra
Ability to perform advanced mathematical computations
Pass a pre-employment medical examination
Ability to administer emergency first aid

Personal:

Ability to work under pressure
Ability to work independently
Ability to perform basic mathematical computations
Ability to interact well with others
Willingness to work with close supervision

Basic:

Oral communication skills
Ability to read and follow instructions

MODERATELY IMPORTANT SKILLS

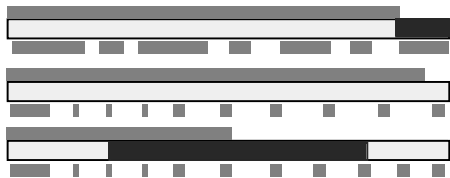
Technical:

Artistic ability
Ability to use a computer terminal

OCCUPATIONAL MOBILITY

Some employers promote employees into this occupation from occupations such as teacher aide or substitute teachers. Most promote employees to management and administrative positions if employees are credentialed.

Most employers recruit through newspaper advertisements. Many employers post job openings and recruit through college placement offices.



TEACHERS – SECONDARY SCHOOL TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

The following are the telephone numbers of these schools. Please call for additional program information. Students enrolled at UOP can earn a B.A. in Liberal Arts and a teaching credential. Students at Chapman College can earn teaching credentials enabling them to teach.

Univeristy of the Pacific, Stockton
Chapman College, Stockton

...(209) 946-2211.
...(209) 957-2288.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide # 57

Specific Vocational Preparation: 7 (over 2 years, up to 4 years)

	R M L		G V N S P Q K F M E C
GED:	5 4 5	APTITUDES:	2 2 3 4 3 2 4 4 4 5 5

INTERESTS: Lead, Influence

GOE Code: 11.02.01

TEACHERS – SPECIAL EDUCATION

DOT Code:

094.224-010
094.224-014
094.224-018
094.227-010
094.227-022
094.227-030

TITLE

TEACHER, HEARING IMPAIRED
TEACHER, PHYSICALLY HANDICAPPED
TEACHER, VISUALLY IMPAIRED
TEACHER, EMOTIONALLY IMPAIRED
TEACHER, MENTALLY IMPAIRED
TEACHER, LEARNING DISABLED

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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13 FIRMS RESPONDING

OES Code: 313110

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

WAGES/BENEFITS

Weighted by Employees in Sample	Range (annual)	Median (annual)
Entry Level/No Experience:	\$20,800 - \$29,120	\$27,976
Experienced/New to Firm:	\$22,360 - \$41,080	\$24,245
3 + Yrs Experience with Firm:	\$23,400 - \$45,240	\$30,514
Weighted by Employer Sample	Range (annual)	Median (annual)
Entry Level/No Experience:	\$21,320 - \$36,400	\$25,459
Experienced/New to Firm:	\$22,360 - \$40,400	\$33,009
3 + Yrs Experience with Firm:	\$23,400 - \$55,120	\$33,072

Most employers report wages earnings as annual salaries. 10 of the 13 employers in this sample are unionized (school districts).

BENEFITS



The employer pays the full cost of benefits in 7 of the firms in this sample while the costs are shared in the 5 remaining firms.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	800– large
Growth Rate (per yr.):	4.4%, much faster than average
Job Growth (92-99):	190
Separations (92-99):	50

SUPPLY/DEMAND ASSESSMENTS

Most employers report some difficulty finding both experienced and inexperienced applicants who meet their hiring standards. Turnover creates most occupational opportunities.

93% of employers use newspaper advertisements for hiring, 77% use public schools and training programs, 54% hire through in-house promotions, 39% use current employee referrals, and 23% indicate that they will hire unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	99%	8211

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have a BA degree and have completed a California special educational credential which is a state requirement for employment.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require prior experience as a special education teacher of 6 to 24 months. Some employers substitute training for experience. Some will substitute other kinds of teaching experience for experience in special education if accompanied by the proper credential.

VERY IMPORTANT SKILLS

Technical:

Classroom management skills, Ability to write effectively
Ability to assess cognitive and language skills
Ability to assess self and social skills
Ability to assess motor skills
Ability to plan and organize training programs
Ability to administer emergency first aid
Ability to apply principles of recreation

Personal:

Ability to handle crisis situations
Ability to work independently
Ability to maintain classroom discipline
Ability to exercise patience
Understanding of a variety of cultures
Ability to work under pressure
Willingness to work with close supervision
Imagination and creativity

Basic:

Oral communication skills
Ability to write legibly
Basic math skills

MODERATELY IMPORTANT SKILLS

Technical:

Ability to use computers as a teaching tool
Artistic skills
Ability to teach physical education
Sign language skills, Ability to read lips
Ability to read braille, Musical skills

Personal:

Willingness to travel

OCCUPATIONAL MOBILITY

FROM

TO

Assistant Director/Director

Teacher-Special Education

Instructional Aide

Most employers report promoting to this from other lower ranking positions as instructional aide if accompanied by the proper credential. Special education teachers are sometimes promoted into positions in educational administration if accompanied by the proper credential.

EDUCATION:

Less than H.S.	G.E.D.	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
0	3	6	9	12	18	24

VOCATIONAL TRAINING: *Employers require Special Education credential*

30 days	3	6	9	12	18	24	36	48	60
0	3	6	9	12	18	24	36	48	60

EXPERIENCE: *Teacher - Special Education*

30 days	3	6	9	12	18	24	30	36	42	48
0	3	6	9	12	18	24	30	36	42	48

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

OTHER TRAINING PROGRAMS

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

GOE Codes: 11.02.02

TELLERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:	TITLE
211.362-018	TELLER
219.462-010	COUPON CLERK
211.382-010	TELLER, VAULT
211.362-014	FOREIGN BANKNOTE TELLER

15 FIRMS RESPONDING

OES Code: 531020

DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 7.50	\$ 6.00
Experienced/ New to Firm:	\$ 6.50 - \$ 7.50	\$ 6.73
3+ Yrs. Experience with Firm:	\$ 7.50 - \$ 9.00	\$ 8.08

Many firms have more than one shift and hire part-time as well as full-time employees.

Full-time employees average 40 hours per week. Part-time employees average 25 hours per week. 29% of employees in this sample are part-time.

BENEFITS

ratio of firms responding

Paid Vacation	15/15	100%
Dental Insurance	15/15	100%
Medical Insurance	14/15	93%
Paid Sick Leave	13/15	87%
Life Insurance	13/15	87%
Vision Insurance	13/15	87%
Retirement Plan	12/15	80%

Most employers provide part-time staff with Paid Vacations and Paid Sick Leave. Many employers also offer Medical Insurance, Dental Insurance, Vision Insurance, and Retirement Plans.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,250 – very large
Growth Rate (per yr.):	0.4%, slower than average
Job Growth (92-99):	30
Separations (92-99):	410

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty finding qualified experienced applicants who meet their hiring needs and little difficulty finding qualified inexperienced applicants.

Job turnover generates most employment opportunities for applicants in this occupation. Many employers recruit through newspaper advertisements and current employee referrals.

WHERE THE JOBS ARE

	Percent	SIC
National Commercial Banks	32%	6021
State Commercial Banks	30%	6022
Savings Institutions, Except Federal	30%	6036

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Most employers usually require 6 to 12 months previous experience as a teller or in a related occupation such as cashier. Previous experience in an occupation involving cash handling would also facilitate job entry.

VERY IMPORTANT SKILLS

Technical:

Cash handling skills
Ability to follow check cashing procedures
Bondable
Telephone answering skills
Alphabetic and numeric filing skills
Possess product knowledge
Ability to operate a 10-key adding machine by touch
Computer literacy

Physical:

Ability to stand continuously for 2 or more hours

Personal:

Public contact skills
Ability to interact well with others
Ability to work under pressure
Ability to perform routine, repetitive work
Ability to work independently
Willingness to work with close supervision
Basic math skills

Basic:

Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions
Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Ability to type at least 30 wpm.
Ability to read a financial statement

OCCUPATIONAL MOBILITY

FROM

TO

Operations Coordinator, Supervisor
Head Teller

Teller

Operations, Clerks

Some employers report promoting from bookkeepers or positions involving some form of cash handling experience. Most report promoting to higher ranking occupations such as customer service representative I and II or branch secretary.

RESTRICTIONS:												
Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
VOCATIONAL TRAINING:												
30 days	3	6	9	12	18	24	30	36	42	48		
DEGREE PROGRAMS: Child, Clothing, Bank & Finance												
30 days	3	6	9	12	18	24	30	36	42	48		

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Bank Customer Service

Average time to complete program: 22 units
Approximate cost to enroll: \$ 286*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 531020
Gov. program classification/code: TOP/0505401

This program provides training and entry-level skills for the occupation of bank teller. Curriculum includes basic customer service functions. (*See Delta's Banking certificate program also for further information*).

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS: NA

ADULT SCHOOL COURSES: NA

TELLERS

TRAINING OPPORTUNITIES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Banking/Financial Careers

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 531050

This course is designed to provide the student with the opportunity to gain skills through classroom and "hands-on" training. Second semester students are placed in community businesses to gain "on-the-job" training. Students are trained in the following financial areas: new accounts clerk, statement clerk, proof department, bookkeeping, teller/cashier, loans, as well as instruction in consumer and business economics.

Lodi Career Center
420 S. Pleasant Avenue
Lodi, CA. 95240
(209) 331-7616

Banking and Finance

Average time to complete program: 9 months
Approximate cost to enroll: No registration fee
Other fees: \$25.00 materials fee (adults)
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 531020

This program prepares the student for entry-level employment in banks and financial institutions. Skills taught include teller-cashiering, verifying and cashing checks, balancing bank statements, loss prevention and customer service. Students also learn how to operate 10-key (by touch) and data entry skills on the computer. Qualified students may train in local banks and finance institutions during a portion of class time.

Note: Course is instructed at Tokay H.S.

ASSESSMENT CODES

California Occupational Guide # 109

Specific Vocational Preparation: 5 (6 months to 1 year)

GED: R M L G V N S P Q K F M E C
4 3 2 APTITUDES: 2 3 2 4 3 2 2 2 3 5 4

INTERESTS: Mechanical

GOE Code: 05.09.01

TIRE REPAIRERS & CHANGERS

DOT Code:
915.684-010

TITLE
TIRE REPAIRER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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16 FIRMS RESPONDING

OES Code: 859530

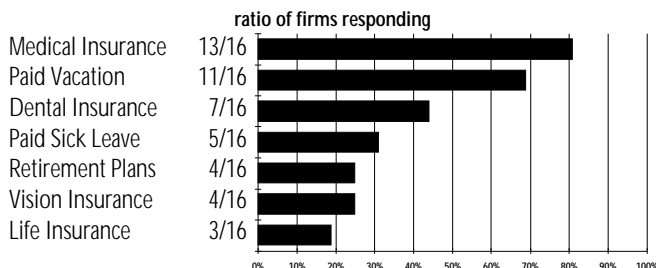
DESCRIPTION

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Please include only employees who primarily repair and change tires.

WAGES/BENEFITS

Weighted by Employees in Sample	Range	Median
Entry Level/No Experience:	\$ 5.00 - \$ 7.50	\$ 6.00
Experienced/New to Firm:	\$ 5.50 - \$ 8.50	\$ 7.05
3 + Yrs Experience with Firm:	\$ 7.50 - \$12.00	\$10.00
Weighted by Employer Sample	Range	Median
Entry Level/No Experience:	\$ 4.25 - \$ 7.50	\$ 5.50
Experienced/New to Firm:	\$ 5.00 - \$ 8.50	\$ 6.75
3 + Yrs Experience with Firm:	\$ 7.00 - \$12.00	\$ 8.88

BENEFITS



Benefit costs are shared by employers and employees. Some employers hire part time workers, but generally only full time workers receive benefits. Part time workers average 25 hours per week.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	320 – medium
Growth Rate (per yr.):	3.3%, much faster than average
Job Growth (92-99):	60
Separations (92-99):	90

SUPPLY/DEMAND ASSESSMENTS

All employers report hiring last year, and most report some difficulty finding experienced and little difficulty finding inexperienced applicants who meet their hiring standards. Most report hiring for both turnover and growth.

Most employers recruit for this occupation through employee referrals or newspaper advertisements, and many through EDD or PIC. Some hire through school training programs or hire unsolicited walk-ins.

WHERE THE JOBS ARE

	Percent	SIC
Auto and Home Supply Stores	90%	5531

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that almost all recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 to 12 months previous experience as a tire repairers or installer, or in a related occupation such as station attendant or lubrication and oil technician, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to follow safe equipment operating procedures
Ability to use hydraulic jacks
Skills in applying glues, patches, and plugs
Tire changing skills
Ability to use pneumatic tools
Ability to use hand tools
Ability to balance tires
Possession of a valid drivers license
Ability to operate hydraulic equipment
Possession of mechanical aptitude
Knowledge of hazardous materials
Public contact skills

Personal:

Ability to work independently
Ability to do routine, repetitive work
Willingness to work with close supervision

Basic:

Ability to read and follow instructions
Ability to write legibly

Some employers report that increased knowledge will be needed in this occupation of new vehicle requirements and wheel types, and the ability to use new tire machines and computers.

Employers generally rate employees in this occupation excellent in honesty, attendance, cooperativeness and industriousness, and comment that recent applicants not hired have been deficient in work skills, appearance, punctuality, cooperativeness and motivation.

OCCUPATIONAL MOBILITY

FROM

TO

Foreman

Tire Repairer or Changer

Delivery/Clean-Up Person

For most employers this is an entry level position. However some employers will promote into this occupation from others such as pick up and delivery person, or clean up worker. Most report promoting from this occupation into higher ranking occupations such as mechanic or foreman.

Many employers screen job applicants using drug testing, DMV checks and medical/physical exams.

TIRE REPAIRERS & CHANGERS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College/Technical Arts Division
5151 N. Pacific Avenue
Stockton, CA. 95207
(209) 474-5230

Auto Mechanics Technology

Average time to complete program: 4 semesters
Approximate cost to enroll: \$ 507 - \$ 533
Other fees: Parking, book fees vary
Program requirements: Completion of 39-41 units
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 853020
Gov. program classification/code: TOP/094810

This program offers instruction in basic skills and procedures of mechanical auto repair, including engines, transmissions, brakes, and alignment. The program provides training for an entry-level position as an automotive mechanic.

APPRENTICESHIP PROGRAMS

San Joaquin Valley Automotive Trades J.A.C.
121 E. Vine St.
Stockton, CA. 95202
(209) 466-9592

Automotive - Mechanic

Average time to complete program: 4 years
Approximate cost to enroll: No fee
Other fees: \$ 7,500.00 materials fee
Program requirements: Successful completion
Prerequisites: Agility & coordination
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: H.S. diploma or G.E.D.
OES Code: 853020

Apprentices in this program are trained in repairs and maintenance of automobiles, trucks, and farm equipment. Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or front-end Mechanics. San Joaquin Delta College provides the classroom training for this program and requires that students read at proficiency level II for enrollment in the apprenticeship classes.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Lindbergh Educational Center/Manteca
311 E. North St.
Manteca, CA. 95336
(209) 825-3100

Automotive Technology

Average time to complete program: 2 semesters
Approximate cost to enroll: No registration fee
Other fees: None
Program Requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 853020

This is a vocational automotive course with the objective of providing the student with the opportunity to acquire entry level skills in automotive repair. Hands-on training with specialized equipment is used in testing and repairing today's complex automobiles. The second semester will be conducted under the "Community Classroom Concept", with the student placed in auto repair shops for training.

See also:

Escalon High School, Escalon ... (209) 838-7073.
Lodi Career Center, Lodi ... (209) 331-7616.
Ripon High School, Ripon ... (209) 599-2356.
Tracy High School, Tracy ... (209) 831-5100.
Woodruff Regional Occupational Center, Stockton ... (209) 953-4606.

ADULT SCHOOL COURSES

Tracy Adult School
315 E. 11th St.
Tracy, CA. 95376
(209) 831-5034

Automobile Mechanics

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 853020

This course instructs student in the basics of auto mechanics and small engine repair. Students can gain entry-level skills to work as Auto Mechanics or Small Engine Repairers.

See also:

Manteca Adult School, Manteca ... (209) 825-3100.

ASSESSMENT CODES

California Occupational Guide #24

Specific Vocational Preparation: 5.6 (over 6 mos. to 1 year)

RML	G V N S P Q K F M E C
GED: 4 3 3	APTITUDES: 3 3 4 2 3 4 3 3 2 4 4

INTERESTS: Mechanical

GOE Code: 05.05.09

TRAFFIC, SHIPPING, & RECEIVING CLERKS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

WAGES/BENEFITS

Weighted by Employees in Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.50 - \$ 7.00	\$ 6.00	\$ 8.50 - \$ 8.50	\$ 8.51
Experienced/ New to Firm:			
\$ 6.00 - \$11.00	\$10.25	\$ 8.50 - \$16.00	\$ 8.51
3+ Yrs. Experience with Firm:			
\$ 8.00 - \$14.00	\$13.00	\$11.50 - \$16.00	\$12.25

Weighted by Employer Sample

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.50 - \$ 8.75	\$ 6.25	\$ 8.25 - \$12.75	\$10.65
Experienced/ New to Firm:			
\$ 5.50 - \$11.55	\$ 8.00	\$ 8.50 - \$12.75	\$10.89
3+ Yrs. Experience with Firm:			
\$ 5.75 - \$14.50	\$10.00	\$ 9.75 - \$16.50	\$12.01

6 of the 15 firms in this sample are unionized. 3 employers (20% of firms and 42% of employment in this sample) do not hire at Entry Level/No Experience.

BENEFITS

ratio of firms responding

Medical Insurance	15/15	
Paid Vacation	15/15	
Dental Insurance	14/15	
Retirement Plans	12/15	
Life Insurance	11/15	
Paid Sick Leave	11/15	
Vision Insurance	9/15	

Employers pay the full cost of benefits in 9 of the 15 firms sampled here, while both the employer and the employee share the cost in the balance of firms.

OCCUPATIONAL MOBILITY

FROM

TO

Supervisor/Manager or Warehouse Foreman

Traffic, Shipping & Receiving Clerk

Stock Clerk, Warehouse Worker

General Laborer/Packer

Employers also promote from this occupation into higher positions including sales, customer service representative, warehouse leadman, or into management positions supervising other shipping clerks.

67% hire through in-house promotions, 40% use current employee referrals and unsolicited walk-ins, and 27% use newspaper advertisements.

DOT Code:

222.387-050

214.587-014

222.687-030

248.362-010

TITLE

SHIPPING & RECEIVING CLERK

TRAFFIC CLERK

SHIPPING CHECKER

INCOMING FREIGHT CHECKER

15 FIRMS RESPONDING

OES Code: 580280

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employees in this occupation have a high school diploma or the equivalent. Most do not have any vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require an average of 9 months of prior experience as a traffic, shipping & receiving clerk, but most will sometimes accept training as a substitute for experience.

VERY IMPORTANT SKILLS

Physical:

Ability to stand continuously for 2 or more hours

Ability to lift at least 60 lbs. repeatedly

Technical:

Understanding of inventory techniques

Record keeping skills

Possession of a valid driver's license

Ability to plan and organize the work of others

Ability to operate fork lift

Personal:

Ability to interact well with others

Ability to work under pressure, Ability to work independently

Willingness to work with close supervision

Basic:

Ability to follow oral instructions

Ability to read and follow instructions, Basic math skills

Ability to write legibly, Oral communication skills

MODERATLY IMPORTANTLY SKILLS

Technical:

Ability to use a calculator, Ability to write effectively

Problem solving skills

Ability to use the US and private parcel post service

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	1,210 – large
Growth Rate (per yr.):	-0.7%, decline
Job Growth (92-99):	-60
Separations (92-99):	100

SUPPLY/DEMAND ASSESSMENTS

Most Employers report little difficulty inexperienced applicants who meet their hiring standards and some difficulty finding experienced applicants.

Good opportunities exist for applicants with forklift operation and computer skills.

WHERE THE JOBS ARE

	Percent	SIC
Canned Fruits & Vegetables	7%	2033
Lumber & Other Building Materials	5%	5211
Wood Products, NEC	3%	2499
General Warehousing & Storage	3%	4225
Fabricated Structural Metal	2%	3441

TRAFFIC, SHIPPING, & RECEIVING CLERKS

TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Transportation

Average time to complete program: 24 -25 units
Approximate cost to enroll: \$ 312 - \$ 325*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 971020
Gov. program classification/code: TOP/051450

The advanced transportation certificate program prepares students in a wide range of career opportunities related to transportation including traffic managers, truck drivers, clerical personnel, and warehousemen. Opportunities are good in many areas. There are over 10 million persons employed in transportation and related activities.

*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

Tracy Adult School
315 E. 11th Street
Tracy, CA 95376
(209) 831-5034

Warehousing/Stockkeeping

Average time to complete program: 17 weeks
Approximate cost to enroll: \$ 25.00
Other fees: Book fees vary
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 580230

This course is an introduction to warehousing and related physical distribution which employ the second largest group of people in the United States. This course offers interested students the fundamental principles and accepted practices of good warehousing including receiving, storage, stock selection, and OSHA Regulations.

ASSESSMENT CODES

California Occupational Guide #74

Specific Vocational Preparation: 3.5 (3 to 6 months)

R	M	L	G	V	N	S	P	Q	K	F	M	E	C
2	2	2	4	4	4	4	4	4	4	4	4	4	5

INTERESTS: Mechanical

GOE Code: 05.08.01

TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DOT Code:

905.663-014
905.663-018
903.683-018
904.383-010
904.683-010
900.683-010

TITLE

TRUCK DRIVER, HEAVY
VAN DRIVER
TANK-TRUCK DRIVER
TRACTOR-TRAILER TRUCK DRIVER
LOG TRUCK DRIVER
CONCRETE-MIXING TRUCK DRIVER



16 FIRMS RESPONDING

OES CODE: 971020

DESCRIPTION

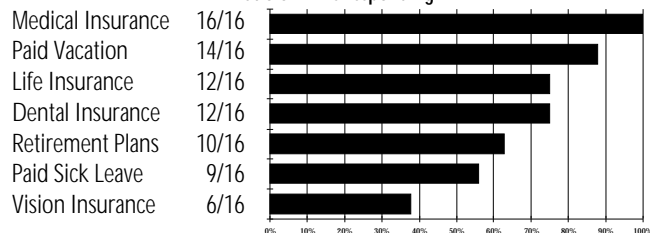
Heavy or tractor trailer truck drivers drive tractor trailer combinations, or trucks with a capacity of more than 3 tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

WAGES/BENEFITS

	Range	Median
Entry Level/ No Experience:	\$ 6.00 - \$12.00	\$ 8.88
Experienced/New to Firm:	\$ 6.50 - \$14.50	\$ 9.69
3+ Yrs Experience with Firm:	\$ 8.00 - \$17.00	\$12.06

BENEFITS

ratio of firms responding



EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	3,020 - very large
Growth Rate (per yr.):	1.6%, average
Job Growth (92-99):	320
Separations (92-99):	320

SUPPLY/DEMAND ASSESSMENTS

Employers report some difficulty hiring both inexperienced and experienced applicants who meet their hiring standards. Demand varies seasonally. Turnover creates most permanent job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Trucking, without storage	35%	4212
Trucking, except local	23%	4213
Grain & Field Beans	5%	5153
Grocery Stores	3%	5411
Groceries & Related Products	2%	5149

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Most employers hire applicants with 6 months or more experience in the occupation but sometimes substitute training for experience, or experience in a related occupation such as concrete mixer or light truck driver.

VERY IMPORTANT SKILLS

Technical:

Possess good DMV driving record
Knowledge of safety procedures
Possess valid Class A driver's license
Pass a pre-employment medical examination
Ability to meet ICC requirements
Pass oral and/or written exam
Map reading skills
Ability to do long distance truck driving

Personal:

Willingness to work on-call
Ability to work independently
Ability to read and follow instructions
Oral communication skills
Ability to interact well with others
Ability to perform basic mathematical computations

Basic:

Ability to write legibly

MODERATELY IMPORTANT SKILLS

Physical:

Loading/unloading skills
Ability to lift at least 75 lbs.

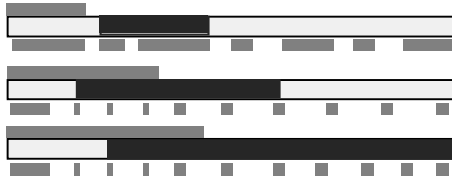
Technical:

Ability to read invoices
Record keeping skills
Ability to handle hazardous materials
Knowledge of local streets
Specific product knowledge

OCCUPATIONAL MOBILITY

Many employers report promoting into this occupation from positions such as laborer or yard man, and report promoting from this occupation to positions such as dispatcher or supervisor.

Many employers recruit applicants through employee referrals, newspaper advertisements and report hiring unsolicited walk-ins.



TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Transportation

Average time to complete program: 24 -25 units
Approximate cost to enroll: \$ 312 - \$ 325*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 971020
Gov. program classification/code: TOP/051450

The advanced transportation certificate program prepares students in a wide range of career opportunities related to transportation including traffic managers, truck drivers, clerical personnel, and warehousemen. Opportunities are good in many areas. There are over 10 million persons employed in transportation and related activities.

*Program cost is calculated at \$13 per unit for CA residents.

ASSESSMENT CODES

California Occupational Guide #255

Specific Vocational Preparation = 3.5 (6 to 12 months)

RML	G V N S P Q K F M E C
GED: 3 2 2	APTITUDES: 3 4 4 3 4 4 3 4 3 3 4

INTERESTS: Mechanical

GOE Code: 05.08.01

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

OTHER TRAINING PROGRAMS

Western Pacific Truck School
1002 N. Broadway
Stockton, CA. 95205
(209) 465-1191

Tractor/Trailer Operator

Average time to complete program: 1 month
Approximate cost to enroll: \$ 3,120.00
Other fees: \$ 58 (Dept. of Transportation Physical; DMV permit fee)
Program requirements: "C" average or better
Prerequisites: Pass a Dept. of Transportation (DOT) physical
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Economically disadvantaged, high-school drop-out, and dislocated workers
OES Code: 971020

The Tractor/Trailer Operator program is designed to prepare men and women with the skills and knowledge necessary to become an entry level tractor/trailer driver. Placement assistance is available to all graduates. Long haul drivers can earn up to \$25,000+ per year.

See also:

Truck Driver Academy, Sacramento
Area Truck Driving, San Jose

... (916) 381-2285.
... (408) 283-9027.

ADULT SCHOOL COURSES: NA

TRUCK DRIVER, LIGHT, INCLUDING DELIVERY & ROUTE

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DESCRIPTION

Truck drivers - light, including delivery and route workers, drive trucks with a capacity under 3 tons. They may drive light trucks to deliver or pick up merchandise and load and unload trucks.

WAGES/BENEFITS

Non-Union Range	Non-Union Median	Union Range	Union Median
Entry Level/No Experience:			
\$ 4.25 - \$ 7.25	\$ 6.88	\$10.50 - \$11.50	\$11.44
Experienced/ New to Firm:			
\$ 5.00 - \$12.25	\$ 8.50	\$11.25 - \$13.00	\$11.44
3+ Yrs. Experience with Firm:			
\$ 6.50 - \$15.75	\$12.00	\$12.50 - \$18.00	\$18.00

55% of employment and 13% of employers in this sample are unionized. 33% of the employers hire part-time staff. Part-time employees average 23 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	19/21	90%
Medical Insurance	16/21	76%
Dental Insurance	14/21	67%
Life Insurance	12/21	57%
Paid Sick Leave	12/21	57%
Vision Insurance	11/21	52%
Retirement Plans	9/21	43%

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	2,030— very large
Growth Rate (per yr.):	2.9%, faster than average
Job Growth (92-99):	340
Separations (92-99):	210

SUPPLY/DEMAND ASSESSMENTS

Employers report little to some difficulty finding experienced applicants who meet their hiring standards and from no difficulty to little difficulty finding inexperienced applicants who meet their hiring standards. Most employers report recruiting employees through current employee referrals and through in-house promotions.

WHERE THE JOBS ARE

	Percent	SIC
Trucking, except local	14%	4212
Eating Places	12%	5812
Local Trucking, without Storage	11%	4212
Newspapers	4%	2711
Auto & Home Supply Stores	3%	5531
Automotive Services, NEC	2%	7549

DOT CODE:

909.683-022
913.663-018
919.663-022
906.683-014
906.638-010
906.683-018

TITLE

TRUCK DRIVER, LIGHT
DRIVER
ESCORT-VEHICLE DRIVER
LIQUID FERTILIZER SERVICER
FOOD SERVICE DRIVER
TELEPHONE DIR. DISTRIBUTOR



24 FIRMS RESPONDING

OES Code: 971050

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Although not required, many employers prefer 6 to 12 months previous experience in this occupation. Most employers do not require training but will sometimes accept it as a substitute for experience.

VERY IMPORTANT SKILLS

Technical:

Ability to load and unload freight
Ability to read invoices
Possession of a valid Class A driver's license
Knowledge of local streets
Knowledge of the employer's organization
Map reading skills
Ability to write effectively
Possess product knowledge
Understanding of inventory techniques
Record keeping skills
Cash handling skills
Ability to make change

Personal:

Possession of a good DMV driving record
Ability to work independently
Ability to work under pressure
Customer service skills
Public contact skills
Basic math skills

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Oral communication skills
Ability to write legibly

OCCUPATIONAL MOBILITY

Most employers report promoting employees into this occupation from warehouse workers and positions in merchandising.

Most report promoting to positions in sales, customer service, and to supervisor. Advancement usually comes in the form of an increase in earnings as a driver advances to a higher paying route.

Drivers with a talent for leadership might become route supervisors. Those with administrative abilities may advance into management.

RESTRICTIONS:												
Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)						
VEHICULAR TRAINING:												
30 days	3	6	9	12	18	24	30	36	42	48		
DEGREE/UNIT: Truck Driver Light; Truck Driver Heavy												
30 days	3	6	9	12	18	24	30	36	42	48		

TRUCK DRIVER, LIGHT, INCLUDING DELIVERY & ROUTE TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Advanced Transportation

Average time to complete program: 24 -25 units
Approximate cost to enroll: \$ 312 - \$ 325*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/G.E.D. or permission from high school counselor
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 971020
Gov. program classification/code: TOP/051450

The advanced transportation certificate program prepares students in a wide range of career opportunities related to transportation including traffic managers, truck drivers, clerical personnel, and warehousemen. Opportunities are good in many areas. There are over 10 million persons employed in transportation and related activities.

*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS:NA

OTHER TRAINING PROGRAMS

Western Pacific Truck School
1002 N. Broadway
Stockton, CA. 95205
(209) 465-1191

Tractor/Trailer Operator

Average time to complete program: 1 month
Approximate cost to enroll: \$ 3,120.00
Other fees: \$ 67 license process fee
Program requirements: "C" average or better
Prerequisites: Pass a Dept. of Transportation (DOT) physical
Open entry/ Open exit: no
What is received upon completion: Diploma/Class A License
Target students: Adults with H.S. diploma/GED
OES Code: 971020

The Tractor/Trailer Operator program is designed to prepare men and women with the skills and knowledge necessary to become an entry level tractor/trailer driver. Placement assistance is available to all graduates.

See also:

Truck Driver Academy, Sacramento
Area Truck Driving, San Jose

... (916) 381-2285.
... (408) 283-9027.

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide #255

Specific Vocational Preparation = 3.5 (6 to 12 months)

	RML		G	V	N	S	P	Q	K	F	M	E	C
GED:	3	2	2										
APTITUDES:				3	4	4	3	4	4	3	4	3	4

INTERESTS: Mechanical

GOE Code: 05.08.01

TYPISTS, INCLUDING WORD PROCESSING

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
---------------------------	----------------------------	---------------------------

DOT Code:
203.382-030
203.362-010
203.582-066

TITLE
WORD PROCESSING MACHINE OPERATOR
CLERK TYPIST
TYPIST



OES Code: 553070

19 FIRMS RESPONDING

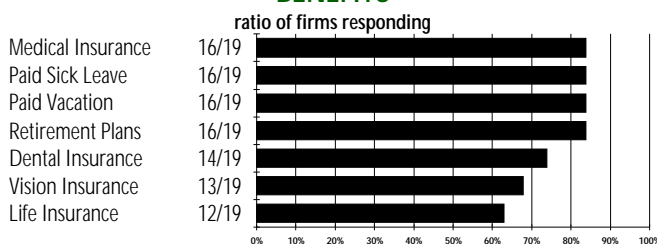
DESCRIPTION

Typists, including Word Processing, type letters, reports, stencils, forms, addresses, or other straight copy material from rough draft, corrected copy, or voice recording, and may perform other clerical duties as assigned. Typists, including Word Processing, may use typewriters or word processing equipment. Does not include stenographers, keypunchers or secretaries.

WAGES/BENEFITS

Union Range	Union Median	Non-Union Range	Non-Union Median
Entry Level/No Experience:			
\$ 7.25 - \$11.00	\$ 9.61	\$ 6.00 - \$11.00	\$ 9.10
Experienced/ New to Firm:			
\$ 8.00 - \$11.00	\$10.09	\$ 8.00 - \$12.00	\$ 9.82
3+ Yrs. Experience with Firm:			
\$ 9.00 - \$12.00	\$10.96	\$ 8.75 - \$18.00	\$11.89

BENEFITS



Most employed in this occupation within this study are unionized, though most employers are not. Most employers share the cost of benefits with employees. Some employers hire part time workers who average 20 hours/week and provide benefits similar to full time workers.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size 1999:	1,630 – very large
Growth Rate (per yr.):	-1.8 %, decline
Job Growth (92-99):	-230
Separation (92-99):	210

SUPPLY/DEMAND ASSESSMENTS

Employers report no difficulty hiring both experienced and inexperienced applicants who meet their hiring standards. Temporary positions supplies most job opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	32%	9030
Elementary & Secondary Schools	17%	8211
State Government	10%	9020
Help Supply Services	8%	7363
General Medical & Surgical Hospitals	8%	8062

Note:

Consistent with changes in the way this occupation has been defined by the California State EDD/LMID the occupations of Typist (OES 553080) and Typist, Word Processing Equipment (OES 553110) previously reported as separate occupations in this report, have been combined in to a single occupation, Typists, Including Word Processing (OES 553070). Projections prepared in the mid 1980s by the State of California defined the typists occupation as declining, consistent with technology trends making computer use in office work increasingly more prevalent. The same projections defined the Typists, Word Processing Equipment occupation as increasing in size. Employers surveys of both occupations showed almost identical skills required in both occupations. In particular, knowledge of word processing software was identified as an important skill for individuals seeking employment as a typist. Thus, the two occupations have effectively merged as reflected in the State's reclassification of these occupations. Persons seeking employment as typists should therefore recognize that computer use skills and knowledge of wordprocessing software has now largely become a prerequisite to employment.

TYPISTS, WORD-
PROCESSING EQUIPMENT

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Many employers report that recent hires have completed 6-12 months vocational training in typing or business courses.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 6 months or more of experience as a typist/wordprocessor, or related experience in data entry or other clerical or typing occupations, but sometimes substitute training for experience.

VERY IMPORTANT SKILLS

Technical:

English grammar, spelling, and punctuation skills
Ability to proofread
Ability to set priorities
Ability to use personal computers
Telephone answering skills
Ability to use computer terminal
Knowledge of word processing software
Filing skills (alpha and numeric)
Skilled at clerical detail work
Data entry skills

Personal:

Ability to follow oral instructions
Ability to work independently
Ability to read forms quickly
Ability to interact well with others
Public contact skills
Ability to do routine, repetitive work
Willingness to work with close supervision

Basic:

Ability to read and follow instructions
Ability to sit for prolonged periods
Ability to write legibly

Many employers comment that computer skills, including knowledge of spreadsheet, database and desktop publishing and/or network familiarity will increase in the future. Ability to use a typewriter or type from dictation may decrease.

OCCUPATIONAL MOBILITY

FROM

TO

Supervisor

Administrative Secretary

Typists,includingWordProcessors

Receptionist

Many employers report promoting employees into this occupation from lower ranking clerical occupations such as receptionist, and most report promoting from this occupation into higher ranking occupations such as administrative secretary or office supervisor.

Most employers recruit through in-house promotions, employee referrals, newspaper advertisements and will hire unsolicited walk-ins. Many recruit from school training programs.

TYPISTS INCLUDING WORD PROCESSING TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA. 95207
(209) 474-5151

Information Word Processing

Average time to complete program: 36 - 37.5 units
Approximate cost to enroll: \$ 468 - \$487*
Other fees: Parking, book fees vary
Program requirements: Completion of 33-34 units
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553070
Gov. program classification/code: TOP/051470

Students enrolled in this program are instructed in word processing techniques enabling them to work as entry-level word processing machine operators. Word processing involves the organization, production and distribution of information utilizing automated equipment for recording, text editing/retrieval, and printing.
*Program cost is calculated at \$13 per unit for CA residents.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

Woodruff Regional Occupational Center/Stockton (cont'd)
302 W. Weber Avenue
Stockton, CA 95203
(209) 953-4606

Word Processing

Average time to complete program: 8 months
* Approximate cost to enroll: No registration fee
Other fees: None
Program requirements: "C" average or better
Prerequisites: Ability to type 25-30 wpm
Open entry/Open exit: yes
What is received upon completion: Certificate
Target students: Grades 11,12, adults
OES Code: 55311

* Some programs may require minimal fees for textbooks or other supplies. Call school for further information.

This training program is designed to prepare students with the necessary skills for entry level employment as a word processing typist.

OTHER TRAINING PROGRAMS

Humphreys College
6650 Inglewood Avenue
Stockton, CA. 95207
(209) 478-0800

Word Processor

Average time to complete program: 3 quarters
Approximate cost to enroll: * \$ 1,568.00 p/quarter
Other fees: \$ 20.00 application fee
Program requirements: "C" average or better
Prerequisites: None
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Adults
OES Code: 553070

The Word Processor is an essential part of any business's efficiency and effectiveness. The mastering of a personal computer, word processing software and typewriter provides the student with the ability to enter the job market at an entry-level position. The Word Processor program teaches the student general office skills, including records management and word processing. Students who successfully complete the program are qualified to work as word processing Typists.

See also:

Computer Business College, San Jose ... (408) 258-0986.
Computer Business College, Daly City ... (415) 755-9191.
CompuVista Business Institute, Sacramento ... (916) 922-2000.

ADULT SCHOOL COURSES

Lodi Adult School
542 E. Pine St.
Lodi, CA. 95240
(209) 953-8605

Typing

Average time to complete program: Self-paced
Approximate cost to enroll: No registration fee
Other fees: \$ 35.00 (supplies) + \$ 5.00 (typing certificate)
Program Requirements: N/A
Prerequisites: None
Open entry/ Open exit: yes
What is received upon completion: Typing certificate
Target students: Lodi Unified School District adult residents
OES Code: 553070

This self-paced typing program allows the student to progress at their own rate until they reach the competency level they seek. Typing is offered in 3 levels. Once the student obtains a typing certificate, the student is ready for entry-level employment as a clerk typist.

See also:

Manteca Adult School, Manteca ... (209) 825-3100.
Stockton Adult School, Stockton ... (209) 953-4256.
Tracy Adult School, Tracy ... (209) 831-5034.

ASSESSMENT CODES

California Occupational Guide #487

Specific Vocational Preparation = 4 (3 to 6 months)

GED: R M L G V N S P Q K F M E C
3 1 3 3 3 4 4 4 2 2 3 3 5 5

INTERESTS: Clerical

GOE Code: 07.06.02

VOCATIONAL AND EDUCATIONAL COUNSELORS

DOT Code:

045.107-010

045.107-038

045.107-042

TITLE

COUNSELOR

RESIDENCE COUNSELOR

VOCATIONAL REHAB. COUNSELOR

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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11 FIRMS RESPONDING

OES Code: 315140

DESCRIPTION

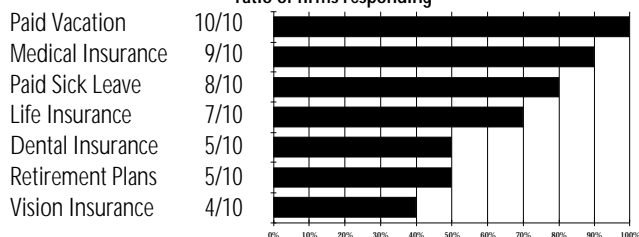
Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 6.00 - \$12.00	\$ 9.25
Experienced/ New to Firm:	\$ 7.00 - \$12.25	\$ 9.00
3+ Yrs. Experience with Firm:	\$ 8.00 - \$23.25	\$11.75

BENEFITS

ratio of firms responding



Out of the 12 employers that responded to the survey, only 10 firms responded to the benefits question.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size, 1999:	320 – medium
Growth Rate (per yr.):	1.5%, average
Job Growth (92-99):	30
Separations (92-99):	30

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding inexperienced applicants, but some difficulty finding experienced applicants who meet their hiring standards. Turnover generates most employment opportunities.

WHERE THE JOBS ARE

	Percent	SIC
Elementary & Secondary Schools	53%	8211
Job Training & Related Services	16%	8331
State Government	16%	9020
Junior Colleges	9%	8222
Colleges & Universities	6%	8221

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed AA or BA degrees. Some have completed 3 to 24 months of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Employers require 6 months or more prior experience in the occupation but will sometimes substitute training for experience, or experience in a related occupation such as counselor, job developer or teacher.

VERY IMPORTANT SKILLS

Technical:

Knowledge of vocational counseling
Record keeping skills, Multi-cultural familiarity
Pass oral and/or written exam

Personal:

Patience with clients, Public contact skills
Oral communication skills
Ability to read and follow instructions
Ability to work independently
Ability to work under pressure
Willingness to work with close supervision

Basic:

Problem solving skills
Ability to write legibly, Ability to write effectively

MODERATELY IMPORTANT SKILLS

Technical:

Ability to interview others for information
Knowledge of labor market information
Knowledge of training programs
Knowledge of vocational skills assessment tools/techniques
Ability to use a computer terminal
Ability to plan and organize the work of others
Knowledge of personnel classification work
Knowledge of rehabilitation counseling
Knowledge of audiovisual teaching techniques
Knowledge of substance abuse treatment

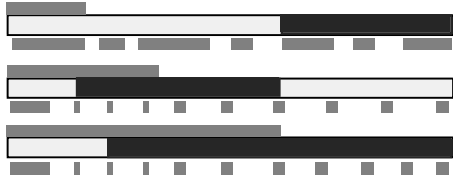
Personal:

Ability to perform basic mathematical computations

OCCUPATIONAL MOBILITY

Most employers will promote into this occupation from positions such as counselor or job analyst, and some promote from this occupation into positions such as program coordinator or supervisor.

Most employers recruit through newspaper advertisements, and many through employee referrals. Some employers hire unsolicited walk-ins and EDD referrals.



VOCATIONAL AND EDUCATIONAL COUNSELORS

TRAINING OPPORTUNITIES

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

**REGIONAL OCCUPATIONAL
CENTER/PROGRAMS: NA**

ADULT SCHOOL COURSES: NA

OTHER TRAINING PROGRAMS: NA

ASSESSMENT CODES

California Occupational Guide # 429

Specific Vocational Preparation = 7 (over 2 years up to 4 years)

GED:	R M L		G V N S P Q K F M E C
	5 5 5	APTITUDES:	1 1 4 4 4 4 4 4 5 5

INTERESTS: Humanitarian

GOE Code: 10.01.02

WAITERS AND WAITRESSES

DOT Code:
350.677-030
350.477-026
350.477-030

TITLE
WAITER/WAITRESS
WAITER/WAITRESS, FORMAL
WAITER/WAITRESS, INFORMAL

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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20 FIRMS RESPONDING

OES Code: 650080

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

WAGES/BENEFITS

Range	Median	Tips & Commission	
		Range (hr.)	Median (hr.)
Entry Level/No Experience:			
\$ 4.35 - \$ 4.35	\$ 4.25	\$ 2.50 - \$ 9.25	\$ 5.00
Experienced/ New to Firm:			
\$ 4.35 - \$ 4.35	\$ 4.35	\$ 2.50 - \$15.75	\$ 6.00
3+ Yrs. Experience with Firm:			
\$ 4.35 - \$ 4.50	\$ 4.35	\$ 2.75 - \$15.75	\$ 6.13

Although hourly rates as above are close to or at the minimum wage, workers in this occupation may gain considerable remuneration through tips. Income from tips varies considerably, however workers in this occupation may expect to double the rates indicated above.

67% of all employees sampled were part-time. Part-time positions averaged about 22 hours per week. Employers report that full-time positions average 35 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	5/15	
Medical Insurance	4/15	
Paid Sick Leave	3/15	
Dental Insurance	2/15	
Retirement Plans	1/15	

Note: Benefits indicated above are those reported by employers for part time employees.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size 1999:	3,260 – very large
Growth Rate (per yr.):	4.3 %, much faster than average
Job Growth (92-99):	760
Separation (92-99):	970

SUPPLY/DEMAND ASSESSMENTS

Employers experience some difficulty finding experienced applicants who meet their hiring standards, and a little difficulty finding inexperienced applicants who meet their hiring standards. Turnover creates most employment opportunities in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	89%	5812

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Employers report that most recent hires have completed high school or the equivalent. Employers also report that recent hires have completed 3 months or more of vocational/on the job training.

EXPERIENCE & OTHER REQUIREMENTS

Employers usually require 2 to 12 months of previous work experience as a waiter or waitress, or related experience as a counter attendant, dining room attendant or bartender. Employers will usually substitute prior training for experience.

VERY IMPORTANT SKILLS

Technical:

Meet employer grooming standards
Public contact skills
Cash handling skills

Physical:

Ability to stand for prolonged periods
Ability to handle disruptive patrons
Ability to operate a standard cash register

Personal:

Customer service skills, Good memory skills
Ability to interact well with others
Ability to follow oral instructions
Ability to perform basic mathematical computation
Oral communication skills
Ability to work under pressure
Willingness to work with close supervision
Ability to work independently

Basic:

Ability to read and follow instructions
Ability to write legibly

MODERATELY IMPORTANT SKILLS

Technical:

Ability to operate a computerized cash register
Knowledge of inventory techniques

Physical:

Ability to lift at least 30 lbs

OCCUPATIONAL MOBILITY

FROM

TO

Restaurant Manager

Assistant Restaurant Manager

Waiter, Waitress

Busser or Dishwasher

Most employers promote into this occupation from positions such as bus-boy or hostess, and promote from this occupation to higher ranking positions such as head waiter, captain or restaurant supervisor.

Employers report that most recent new hires have been unsolicited walk-ins and many have been current employee referrals.

RESTAURANTS												
Less than 1 yr. 1 yr. 2 yrs. (AA) 3 yrs. 4 yrs. (BA)												
NON-COMMERCIAL TRAINING: Child Care Facility												
30 days	3	6	9	12	18	24	30	36	42	48		
NON-COMMERCIAL TRAINING: Waiter, Waitress												
30 days	3	6	9	12	18	24	30	36	42	48		

**SAN JOAQUIN DELTA
COMMUNITY COLLEGE: NA**

OTHER TRAINING PROGRAMS: NA

WAITERS AND WAITRESSES

TRAINING OPPORTUNITIES

**REGIONAL OCCUPATIONAL
CENTER PROGRAMS: NA**

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide # 42

Specific Vocational Preparation = 3 (30 days to 3 months)

GED: R M L APTITUDES: G V N S P Q K F M E C
3 1 2 3 3 4 4 4 4 3 4 3 4 5

INTERESTS: Accomodating

GOE Code: 09.05.02

WELDERS AND CUTTERS

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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DESCRIPTION

Welders and Cutters use flame cutting, hand, arc, and gas welding equipment, and gas torches to weld together metal components of such products as pipelines, automobiles, boilers and ships; join together components of fabricated sheet metal assemblies; or cut trim or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

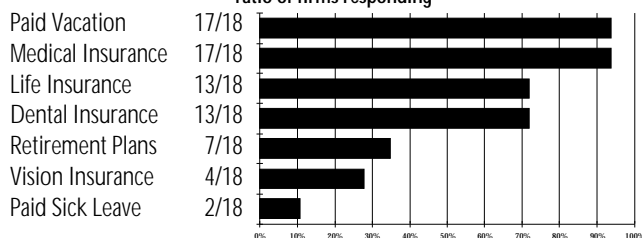
WAGES/BENEFITS

	Range	Median
Entry Level/ No Experience:	\$ 6.00 - \$ 8.75	\$ 8.00
Experienced/New to Firm:	\$ 7.50 - \$12.75	\$ 9.55
3+ Yrs Experience with Firm:	\$ 9.75 - \$15.75	\$11.78

15% of employers and 45% of employment in this sample is union.

BENEFITS

ratio of firms responding



Out of the 20 firms responding to the survey, 18 firms responded to this question.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size 1993:	530 – large
Growth Rate (per yr.):	1.5 %, average
Job Growth (92-99):	50
Separation (92-99):	90

SUPPLY/DEMAND ASSESSMENTS

Employers report little difficulty finding inexperienced applicants who meet their hiring standards, but some difficulty finding experienced applicants.

Turnover creates most employment opportunities in this occupation.

WHERE THE JOBS ARE

	Percent	SIC
Fabricated Structural Metal	29%	3441
Partitions & Fixtures	9%	2542
Welding Repair	9%	7692
Repair Services, NEC	6%	7699
Motor Vehicle Parts & Accessories	4%	3714
Industrial Trucks & Tractors	4%	3537

DOT Code:

819.384-010
819.384-014
819.361-010
819.381-010
810.384-014
553.684-010

TITLE

WELDER, COMBINATION
WELDER APPRENTICE., COMBINATION
WELDER, FITTER
WELDER ASSEMBLER
WELDER, ARC
HEAT WELDER, PLASTICS

20 FIRMS RESPONDING

OES Code: 939140

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Most employers report that most recent hires have completed high school, although some report that recent hires have less than high school. Many employers report that recent hires have completed 3 months or more of vocational training.

EXPERIENCE & OTHER REQUIREMENTS

Most employers require 6 months or more of experience in the occupation, but sometimes substitute training for experience. Some employers will accept experience as a welding machine operator or tender as a substitute for experience as a welder.

VERY IMPORTANT SKILLS

Physical:

Ability to stand for prolonged periods
Ability to lift at least 50 lbs
Ability to work in awkward positions

Technical:

Pass a work performance test
Ability to do gas welding
Ability to do arc welding
Ability to read working drawings
Be a certified structural welder

Personal:

Ability to work independently
Ability to read & follow instructions
Oral communication skills, Willingness to work with close supervision

MODERATELY IMPORTANT SKILLS

Physical:

Ability to work from ladders/scaffolds

Technical:

Ability to use precision tools, Ability to read blueprints
Possess mechanical aptitude
Record keeping skills, Good color perception
Ability to use inspection equipment, Report writing skills

Personal:

Ability to perform basic mathematical computations

Basic:

Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Shop Supervisor/Foreman

Journeyman Welder

Apprentice Welder

Some employers promote into this occupation from positions such as laborer or shop helper, and promote from this occupation into positions such as lead man or foreman.

Most employers recruit through newspaper advertisements, and many through EDD. Many employers also report hiring unsolicited walk-ins.

WELFARE ELIGIBILITY WORKERS & INTERVIEWERS

DOT Code:
168.267-038
195.267-010

TITLE
ELIGIBILITY & OCCUPANCY INTERVIEWER
ELIGIBILITY WORKER

4 FIRMS RESPONDING

OES Code: 535020

San Joaquin PIC DEMAND	San Joaquin PIC QUALITY	San Joaquin PIC TARGET
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Reason for Limited Survey

This occupation is being treated as a limited survey occupation because the number of employing organizations was found to be too small for the occupation to be treated as a full survey occupation. The information provided below was gathered from employers as well as other individuals familiar with the occupation and its trends. For a more specific discussion of reasons see the commentary under "Employment Trends" below.

DESCRIPTION

Welfare Eligibility Workers and Interviewers interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals; initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants; and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

EMPLOYMENT TRENDS

OCCUPATIONAL FORECAST 1992-1999

Size 1999:	440 – medium
Growth Rate (per yr.):	0.7%, slower than average
Job Growth (92-99):	20
Separation (92-99):	40

SUPPLY/DEMAND ASSESSMENTS

Employers report little to some difficulty finding qualified applicants who are experienced and meet their hiring needs and no difficulty to little difficulty finding inexperienced applicants who meet their hiring standards.

Most employers report recruiting through in-house promotions or transfers.

WHERE THE JOBS ARE

	Percent	SIC
Local Government	100%	9030

Nearly 100 human and social service organizations exist in San Joaquin County, and nearly all of them must perform eligibility assessments on prospective clients. However, the majority of these organizations are small and often rely extensively on volunteers. As a rule they do not hire individuals who specialize sufficiently in this function to be either a source of information on the occupation or a potential employment source. In some cases receptionists or other office staff or volunteers perform this function as needed. In others, social workers or service providers provide this function for their own particular programs. Other agencies take referrals or report that eligibility requirements are minimal.

In the case of this occupation, therefore, the size and growth forecasts may overestimate the actual numbers of individuals in the occupation and thus the numbers of employment opportunities. However, job seekers desiring entry into this occupation who possess the requisite office or – clerical skills may find employment in these smaller organizations. Such experience may provide entry into eligibility worker positions among the larger employers (see comments under "Experience or Other Requirements").

WAGES/BENEFITS

	Range	Median
Entry Level/ No Experience:	\$ 5.00 - \$ 5.00	\$ 5.00
Experienced/New to Firm:	\$ 5.00 - \$14.00	\$11.42
3+ Yrs Experience with Firm:	\$ 6.00 - \$16.25	\$12.38

22% of employment in this sample is part time. Part time employees average 30 hours per week.

BENEFITS

ratio of firms responding

Paid Vacation	4/4	100%
Medical Insurance	4/4	100%
Paid Sick Leave	4/4	100%
Life Insurance	4/4	100%
Dental Insurance	4/4	100%
Vision Insurance	3/4	75%
Retirement Plans	2/4	50%

EMPLOYER REQUIREMENTS

EDUCATION & TRAINING

Many employers report that most recent hires have completed high school or the equivalent.

EXPERIENCE & OTHER REQUIREMENTS

Most employers always require prior experience and many sometimes accept training as a substitute for experience. Acceptable prior experience includes that of a welfare eligibility worker or in a related occupation where social services are provided.

VERY IMPORTANT SKILLS

Technical:

Alphabetic and numeric filing skills
Social work skills
Ability to interview others for information
Record keeping skills
Ability to write effectively, Problem solving skills
Ability to understand foreign accents
Telephone answering skills
Knowledge of family social work

Personal:

Understanding of a variety of cultures
Ability to pay attention to detail
Ability to apply complex rules and regulations
Public contact skills, Ability to work independently
Ability to work under pressure, Tactfulness

Basic:

Ability to think logically
Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions, Ability to write legibly

OCCUPATIONAL MOBILITY

FROM

TO

Welfare & Eligibility Worker

Unit Supervisor

Intake Technician/Specialist

Most employers promote from lower ranking positions as technician and many promote to supervisory related positions.

EDUCATION:

Less than H.S.	GED	H.S. Diploma	1 yr.	2 yr. (AA)	3 yr.	4 yr. (BA)
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VOCATIONAL TRAINING: *Training is usually not required*

30 days	3	6	9	12	18	24	36	48	60
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EXPERIENCE: Eligibility Worker

30 days	3	6	9	12	18	24	30	36	42	48
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WELFARE ELIGIBILITY WORKERS & INTERVIEWERS TRAINING OPPORTUNITIES

SAN JOAQUIN DELTA COMMUNITY COLLEGE

San Joaquin Delta College
5151 N. Pacific Ave.
Stockton, CA. 95207
(209) 474-5151

Eligibility Worker

Average time to complete program: 25 -28 units
Approximate cost to enroll: \$ 325 - \$ 364*
Other fees: Parking, book fees vary
Prerequisites: H.S. diploma/GED and recommendation of college faculty review committee.
Open entry/ Open exit: no
What is received upon completion: Certificate
Target students: Students seeking entry-level skills
OES Code: 553320
Gov. program classification/code: TOP/210410

This program prepares students for the San Joaquin County worker examination and also provides the skills necessary to become an eligibility worker or interview clerk. Minimum requirements to take the S.J. County Worker examination are: 2 yrs. of clerical experience, one year of which must be the Clerk II level involving substantial public contact or its equivalent, or 60 units of course work in an accredited college.
*Program cost is calculated at \$13 per unit for CA residents.

OTHER TRAINING PROGRAMS: NA

REGIONAL OCCUPATIONAL CENTER PROGRAMS: NA

ADULT SCHOOL COURSES: NA

ASSESSMENT CODES

California Occupational Guide # 122

Specific Vocational Preparation: 6 (1 to 2 years)

	R	M	L		G	V	N	S	P	Q	K	F	M	E	C
GED:	4	3	4		2	2	3	4	4	2	4	4	4	5	5

INTERESTS: Lead, Influence

GOE Code: 07.01.01